



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

**DIVISION MEMORANDUM**

NO. 325 s. 2021

DEC 09 2021

**GUIDELINES ON THE CONDUCT OF ACTION / APPLIED RESEARCHES**

TO: Chief Education Program Supervisors, CID / SGOD  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

1. DepEd Order No. 29 s. 2002 (Merit Selection Plan of the Department of Education (DepEd)) clearly states that it is the policy of the department to strictly adhere to the principles of merit, competence, fitness, and equality, and that the selection and promotion of employees shall always be based on their relative qualifications and competence to perform duties and responsibilities of the position specifically in the submission of researches.
2. Anent this provision, all teaching and non-teaching personnel shall observe the following guidelines in the conduct of researches to wit:
  - a. Research shall either be an action or applied researches;
  - b. Research proposals should have been acknowledged/noted/endorsed by the School Head/School Research Committee (SRC), reviewed by the Schools Division Research Committee (SDRC) and recommended and approved by the Assistant Schools Division Superintendent (ASDS) and Schools Division Superintendent (SDS) respectively;
  - c. A completed research shall have a terminal write-up duly acknowledged and noted by the SDRC and recommended and approved by the ASDS and SDS respectively;
  - d. Research topics shall be aligned with research agenda / priority topics of the CO/RO/SDO, and according to level of governance and strictly follow the format from DepEd Order No. 16. S. 2017;
  - e. Research conducted and submitted to fulfill requirements for masteral and doctoral program are not credited as they have credited for the degree program; and
  - f. Credit of 12 points shall be given for individual research. For group claim, points shall be divided equally among the researchers, except for researches funded under Basic Education Research Fund (BERF) in which case all members will receive 12 points each.



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3. All Master Teachers are required to conduct researches as stipulated in their duties and responsibilities, re: “conduct in-depth studies or action researches on teaching-learning innovations “(based on RPMS Tool for Master Teachers I-IV).
4. For more information, contact **SATURNINO T. PABALINAS, JR.**, SEPS, Planning & Research Unit @ 09199211889.
5. Immediate dissemination of and compliance with this memorandum are desired.

**LEA C. BELLEZA, EdD**  
Education Program Supervisor  
OIC, Asst. Schools Division Superintendent  
In-charge of the Division

