



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION XI**  
Davao City



REGIONAL MEMORANDUM  
No. 082, s. 2016

April 18, 2016

Department of Education  
Regional Office XI  
**UNIFIED REGIONAL RESEARCH FORMAT**  
**RECORDS SECTION**

To: Schools Division Superintendents  
Asst. Schools Division Superintendents  
Chiefs of the Regional Office Division

**RELEASED**  
By: [Signature]  
Date: 4/19/16 Time: \_\_\_\_\_

1. This has reference to the agreed Regional Research Format during the Orientation and Training Workshop on the Utilization of Research Funds, Research Process and Research Tools, Relative to the Management and Implementation of the Basic Research Agenda dated March 28-30, 2016.
2. The agreed Regional Research Format is adapted from DepEd Order No. 43, s. 2015 entitled: Revised Guidelines for the Basic Education Research Fund (BERF) particularly in Annex 3.a. and 3.b. stipulating the outline of research proposal. However, the outline indicated in the abovementioned DepEd Order was only up to the research methodology hence, the representatives of each division agreed to come up with a unified format, refer to Enclosure 1 for the research proposal and Enclosure 2 for final research paper.
3. It is advised that the unified research format shall be adopted in writing research in the region, division and school levels for easy evaluation of manuscript except the research made for the completion of institutional requirements.
4. For your information and compliance.

[Signature]  
Atty. ALBERTO T. ESCOBARTE, CESO IV  
Director IV [Signature]

*Regional Research Proposal Format - Enclosure 1*

Chapter 1  
INTRODUCTION

Rationale  
Review of Related Literature  
Research Questions  
Scope and Limitations

Chapter 2  
RESEARCH METHODS

Research Design  
Sampling  
Data Collection  
Ethical Issues  
Data Analysis

} to be stated in future tense since it is still a proposal

Chapter 3  
RESULTS AND DISCUSSIONS

Chapter 4  
CONCLUSION AND RECOMMENDATIONS

} No Chapters 3  
and 4 yet  
in the proposal

List of References

ANNEXES  
Workplan  
Cost Estimates  
Action Plan

} These should be included in the proposal

*Regional Research Final Format - Enclosure 2*

Chapter 1  
INTRODUCTION

Rationale  
Review of Related Literature  
Research Questions  
Scope and Limitations

Chapter 2  
RESEARCH METHODS

Research Design  
Sampling  
Data Collection  
Ethical Issues  
Data Analysis

Chapter 3  
RESULTS AND DISCUSSIONS

Chapter 4  
CONCLUSION AND RECOMMENDATIONS

List of References

ANNEXES  
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Cost Estimates  
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