

**TITLE OF COMPLETED BASIC RESEARCH**

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1 x 1 ID picture

**Name**

Position

Office/School

Completion Date (e.g. March 2020)

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1. *Abstract*

1. Acknowledgement
2. Introduction of the Research
3. Literature Review
4. Research Questions
5. Scope and Limitation
6. Research Methodology
7. Sampling
8. Data Collection
9. Discussion of Results and Recommendations

*Note: This part includes the following:*

*Results and Discussions*

*Findings*

*Conclusions*

*Recommendations*

1. Dissemination and Advocacy Plans
2. References
3. Financial Report

*\*Attach necessary appendices*

*Reference: DepEd Order No. 16, s. 2017. Research Management Guidelines.*

*Note: (Please remove this part in “red ink” after reading)*

1. *First page is the Cover / Title Page, followed by Abstract on the next page*
2. *Succeeding Parts must be encoded on the next page after Abstract page*
3. *Arial font, size 11 throughout except:*
4. *for the Abstract part which is set to Times New Roman style, size 12*
5. *for texts/figures within tables which can be reduced*
6. *Double-spacing throughout except within tables which can be set with no space in between lines depending upon the readability of texts*
7. *Margin must be 1 inch (top, below, right) and 1.5 inch for the left*
8. *Page number is set in right bottom and must start on Abstract page*