MANILA CATHEDRAL SCHOOL
PAASCU LEVEL II RE-ACCREDITED
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RESEARCH
MANUAL

I. VISION

A people called by the Father in Jesus Christ to become a Community of persons with Fullness of Life witnessing to the Kingdom of God by living the Paschal Mystery in the power of the Holy Spirit with Mary as Companion.

II. MISSION

Inspired by the Immaculate Conception, we the members of Manila Cathedral School uphold to:

1. Live the Gospel values of the Lord Jesus Christ.
2. Promote Religion as the core of the curriculum
3. Strive for academic excellence among students.
4. Provide quality in the delivery of service (Total Quality Management).

III. IDENTITY

Manila Cathedral School as a member of Roman Catholic Archbishop of Manila Educational System (RCAM ES) envisions itself as a CENTER OF EXCELLENCE in Basic Education. It is an able resource of the Church and the nation because its members are committed to Christian formation and integral evangelization with particular preference to the least, the lost and the last.

IV. RATIONALE

Manila Cathedral School promotes the research culture through research-driven activities and research-related tasks. The institution supports the collaborative effort of all research enthusiasts aligned with its mission and identity. The research culture is a proactive response to address local issues and gradually seeks research gaps going to national concerns.

V. OBJECTIVES

To uphold the mission and school identity, the Research Planning and Accreditation Center (RPAC) before and currently under Quality Assurance Office aims to achieve the following goals:

1. To pursue culture of excellence through varied research-related activities and programs among students and personnel.
2. To identify the issues and needs of the school community and its people that calls for immediate response.
3. To contribute and be an agent of change to local and national development needs through meaningful research programs.

4.   To provide quality in the delivery of service through innovation, production, and publication of research works among students and personnel.

VI.   RESEARCH AGENDA

The MCS Research Agenda presents a holistic and student-centered framework that reflects the core priorities of the institution. At its heart, it emphasizes continuous improvement in teaching, student support, leadership, and community engagement. Each area is interconnected, recognizing that quality education is shaped not only by instruction but also by assessment practices, student services, leadership systems, school culture, and external partnerships.

1. Teaching and Learning

This pillar focuses on strengthening classroom practices and ensuring that instruction is meaningful, innovative, and responsive to learners' needs. It highlights the importance of curriculum relevance, teacher competence, and learner engagement.

Priority research areas include:

- Effectiveness of innovative and learner-centered teaching strategies
- Curriculum alignment with institutional vision and national standards
- Integration of educational technology in classroom instruction
- Outcomes-based education and competency development
- Professional development and instructional coaching models
- Classroom management practices and student engagement

2. Assessment

Assessment pillar ensures that learning is accurately measured and that results inform instruction. It promotes fairness, transparency, and alignment between objectives and evaluation tools.

Priority research areas include:

- Development of authentic and performance-based assessments
- Analysis of formative and summative assessment practices
- Data analytics for academic performance monitoring
- Standardized test performance evaluation and improvement strategies
- Feedback systems and grading transparency
- Assessment literacy among faculty members

3. Student Services

This area emphasizes holistic student development beyond academics. It ensures that learners receive adequate support for their academic, emotional, social, and career growth.

Priority research areas include:

- Effectiveness of guidance and counseling programs
- Career readiness and work immersion outcomes
- Student well-being and mental health initiatives
- Inclusivity and support for learners with diverse needs
- Co-curricular engagement and leadership development
- Health, safety, and student protection programs

4. Leadership and Resource Management

Effective leadership sustains institutional growth. This pillar examines governance, strategic planning, financial management, and resource allocation.

Priority research areas include:

- Instructional and transformational leadership practices
- Strategic planning and school improvement initiatives
- Financial management and budget optimization
- Human resource development and performance evaluation systems
- Facilities management and learning environment enhancement
- Policy implementation and institutional compliance

5. School Community

A strong internal school culture fosters collaboration and shared responsibility among administrators, teachers, students, and staff. This pillar investigates the collaboration among MCS stakeholders and its community as a whole.

Priority research areas include:

- School climate and organizational culture assessment
- Parent-teacher collaboration models
- Faculty professional learning communities
- Student participation in institutional governance
- Internal communication effectiveness

6. Community Linkages

This pillar highlights partnerships with external stakeholders to enrich learning experiences and strengthen institutional impact.

Priority research areas include:

- Industry partnerships and internship effectiveness
- Collaboration with higher education institutions
- Alumni engagement and contribution programs
- Community outreach and extension initiatives
- Benchmarking practices and accreditation readiness
- Public-private partnerships

VII. ETHICAL STANDARDS

The integrity of research process is one the considerations of the institution. Safeguarding the right and safety of potential participants and researchers is observed. Hence, in this section, the ethical guidelines and key procedures are aligned with ethical research codes of various organizations, institutions, and Philippine law will be elaborated.

A.   Guidelines:

All researchers (students/personnel) planning to do any research activity at Manila Cathedral School are expected to complete the Ethical Consideration Form, and submit it to their QA, SHS Coordinator, and HS Principal, together with their research proposal, before commencing their research activity.

The following procedures should be used as a guide to filling up the form- ***Ethical Consideration Form and Consent form:***

1. PRIVACY, CONFIDENTIALITY, AND ARCHIVE OF DOCUMENTS & INFORMATION
In compliance with Republic Act 10173 or the Data Privacy Act of 2012, it is expected that the following will be done by the researcher/s:

1.1. Participant Information Sheet

This is provided by the researcher with an approved format for completion and describes in straightforward, non-specialist language what will be done with the data collected, and the rationale for collecting the data.

1.2. Participant Consent Form

The researcher shall utilize the prescribed consent form template, but information/sections may be added/deleted depending on what applies to the study. This must be written in English and Filipino languages which are appropriate to the level of the understanding of target participants and covers the custody and preservation of data, complying with MCS Data Privacy standards and procedures. The said consent form must include the following information:

1.2.1. Information about the study and its methods (e.g., length of the

research conduct; number of interview sessions (if applicable)

1.2.2. Procedures that will be undertaken by the participants;

1.2.3. Benefits after the results

1.2.4. The right to withdraw their participation in the study at any time

without having to give any reasons or penalties.

1.2.5. The rights to remain anonymous throughout the study

1.2.6 Willingness to participate in the study

1.2.7 Any possible risk, or inconvenience to the participants

1.3. Parent / Guardian Consent Form

For minor participants, informed consent must be obtained from parents, or in case of their absence, a legal guardian, in accordance with applicable laws. The researcher must utilize the Consent form provided by the QA office. When supported, the child's legal guardian offers a written authorization letter for the researcher to interact with the child and use the information obtained.

1.4. Archiving of Data

The personal information gathered will only be kept for as long as is required to meet the stated, defined, and lawful purposes from the time of collection. The following must be considered in data retention:

1. Research objectives;
2. Physical copies must be stored in a safe and secure location
3. Digital files should be backed up
4. MCS drive must be utilized in storing digital data, where only the authorized MCS community is allowed to access

2. PROTECT THE ENVIRONMENT

In accordance with RA 6969 otherwise known as "Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990", it is expected that the researcher/s whose study needed substances will practice the following:

1. *The researcher/s, under the supervision of the research adviser/ supervisor, must coordinate with the Physical Facilities office, Science Department, and External partner to be informed of the waste management protocols (disposal and storage of hazardous items) and necessary precautions to ensure the safety and proper handling of chemicals.*
2. *The researcher/s have the following responsibilities:*
   2.1. Wear personal protective equipment (PPE) such as a safety mask, gloves, chemical goggles, and other protective

   2.2. Label all chemical containers/glassware with the chemical composition and date when the experiment was conducted

3. OTHER INFORMATION

1. The consent of Manila Cathedral School to conduct research does not waive the need for Ethics Committee clearance from the institutions where the investigation would be executed.
2. When preparing research, the researcher may refer to the stated ethical guidelines of any field of research organization or institution.
3. Students /researchers cannot start fieldwork unless the Research Officer/ Supervisor/Research Teacher has cleared and signed this document.

B.   There are four parts to this procedure to be accomplished by the researcher(s):
   ○ Part A: Researcher /Student's Information;
   ○ Part B: Researcher Risks;
   ○ Part C: Participants' Risks;

    ○ Part D: Ethical Approval

C. The Ethics Committee is composed of the following:
- QA Officer
- Research Coordinator (for SHS Students)
- Subject Area Coordinators/Office Heads (for Personnel)
- Principal

VII. INTELLECTUAL PROPERTY

PLAGIARISM & GRAMMAR CHECKING

Academic honesty and respect for other people's intellectual property are values upheld by MCS. The act of duplicating another person's work and claiming it as one's own is known as plagiarism. When conducting research, it is completely immoral to claim someone else's ideas as your own. It is necessary to give credit where credit is due (APA Ethics Code Standard 8.11, Plagiarism).

A. Citation/Referencing
  The MCS follows the APA (American Psychological Association) 7th edition citation and reference style in any disciplines of the research study.

B. Sanctions
  A student researcher or personnel who plagiarizes will be dealt accordingly, as stipulated in:

1. Student Handbook - Students (Code of Conduct and Policies on Discipline; Major Infractions - II/G/17)
    - 1st infraction- two (2) days suspension with two (2) hours Administrative/ Academic service/ Guidance/ Spiritual Counseling and a grade of 75 in conduct within the semester.

    - 2nd infraction - three (3) days suspension with two (2) hours of Administrative/Academic Service/ Guidance/ Spiritual Counseling and a grade of 70 in conduct within the semester and will be in probationary status within the academic year.

    - 3rd infraction- four (4) days suspension or two (2) hours Administrative /Academic Service/ Guidance/ Spiritual Counseling and a grade of 70 in conduct within the semester and remain under probationary status upon enrolment in the next school year.

C. Faculty/NTP Manual - Personnel (Personnel Discipline and Administrative Penalties - Class III Offense 2.3.8)
- 1st Offense   -   Thirty (30) day suspension without pay
- 2nd Offense -   Termination

D. Process of Grammar and Originality Checking
1. The grammar checking will be done before the final research project presentation. Likewise, the originality checking will be done before the research proposal and after the final research project presentation.
2. Researchers must use the form - R1 Originality Checking Service Form (for originality checking) and Grammar Checking Service Form (for grammar checking). They must follow the indicated instructions and requirements upon submission to the QADPC.
3. Upon approval, the QADPC Officer shall then perform the needed originality and/or grammar checking service, using online applications (Turnitin and Quillbot) within 2-3 working days.
4. If the proposal/final research project surpasses the originality and grammar criteria given, a certificate will be issued to the researchers along with the edited soft copy of the study. The certificates must be included in the APPENDIX part of the study.

E. Copyrights

Intellectual property copyrights belong to the author of the research, however, Manila Cathedral School may warrant the patents of the research conducted when it is created with substantial use of the institution's resources and as a part of the requirement in various subjects taken.

VIII.   TARGET RESEARCH- RELATED SKILLS PER LEVEL

GRADE LEVEL	RESEARCH SKILLS	STUDENTS' AUTONOMY IN RESEARCH
KINDERGARTEN	• Attention to details • Organization • Taking down notes	**Scaffolded Researching** *Students respond to tasks generated through scaffolding placed by educator to shape independent researching*
GRADES 1- 3	• Inquiry and Questioning • Information gathering • Communication	**Bounded Researching** *Students work with boundaries set by and*

GRADES 4-6	• Formulating Questions • Recognizing Research tools and sources • Organizing and Presenting Information	*limited from educator through research-related tasks*
GRADE 7	• Formulating questions • Evaluating sources	**Prescribed Researching** *Students work under a highly structed directions and modelling from educator prompt researching*
GRADE 8	• Analysis of accuracy and value information • Data Collection and Organization	
GRADE 9	• Critical thinking • Independent source evaluation	**Open-ended researching** *Students initiate research and is guided by the educator*
GRADE 10	• Data analysis and synthesis • Established communication and presentation	**Unbounded researching** *Students identify guidelines for researching in accordance with the discipline or context.*
GRADE 11	• Designing Basic and Applied researches • Advanced data collection and analysis	
GRADE 12	• Designing Scientific researches • Advanced source and literature writing • Establishing ethical and academic integrity	

IX.   RESEARCH FORMATS

All research created in MCS must use the MCS Research Format Template. Thus the following are the expected parts of the research paper:

○ Research Paper Format
1. Paper Size: 8.5 x 11 in
2. Page Setup: Portrait
3. Margins: 1.0 in- Left and Top Margins, 1.0 -Right and Bottom margins
4. Font Style: Times New Roman
5. Font Size: 12
6. Spacing: Double-spaced (except for the title page and abstract)

IMRaD Format for Quantitative and Qualitative Research (SHS Students)

IMRaD Part	Specifications
Preliminaries	Title Page Abstract
Introduction	Background of the Study Review of Related Literature Theoretical/Conceptual Framework Statement of the Problem Hypothesis (for Quantitative only)
Methodology	Research Design Participants of the Study Data Gathering Procedure Data Analysis Ethical Considerations
Results and Discussion	Findings Summary Conclusion Recommendations
Others: Attachments	References Appendices
Others: Number of Words	1500 - 4000 words

MCS Faculty Action Research Format

IMRaD Part	Specifications/Content
Preliminaries	Title Page
Introduction	Situational Analysis (Background) Statement of the Problem Purpose and Objectives Significance of the Study
Methodology	Participants and Locale of the Study Data Gathering Procedure Data Analysis
Results and Discussion	Pre-Intervention Intervention Post-Intervention Implications
Others	Conclusion Recommendations References Appendices
Others: Number of words	1500 - 3000 words

X. RESEARCH INCENTIVES

The institution recognizes outstanding researcher/s and supports research development by giving the following incentives:

A. Faculty: The incentives below will be given during action research colloquium.

1. Personnel/s Presentation of Research in Conferences

Presentation in the following:	Incentive/s
Research Congress at MCS, awarded as Best in Research	Plaque of Appreciation & Token
Regional/National Research Congress	Plaque of recognition & Corresponding registration fees and/ or cash token
International Research Congress	Plaque of recognition & Corresponding registration fees and/ or cash token

Note: incentives may change due to the availability of funding for the year.

2. Personnel/s Research Publication in any scholarly Journal (preferably Scopus-Indexed)

Publication in the following:	Incentive/s
Regional Journal	Plaque of Recognition & Cash Token
National Journal	Plaque of recognition & Corresponding registration fees and/or cash token
International Journal	Plaque of recognition & Corresponding registration fees and/ or cash token

Note: incentives may change due to the availability of funding for the year.

B. Students: The recognition will be held during the year-end rites and the awardees will receive the following:

1. Student/s Presentation of Research in Conferences

Presentation in the following	Incentive/s
Research Congress at MCS, awarded as Best in Research within the institution	Plaque of recognition, and Medal
Regional/National Research Congress	Plaque of recognition & Corresponding registration fees
International Research Congress	Plaque of recognition & Corresponding registration fees

Note: incentives may change due to the availability of funding for the year.

2. Student/s Research publication in any scholarly Journal (preferably Scopus-Indexed)

Publication in the following:	Incentive/s
Regional Journal	Plaque of Recognition & Token
National Journal	Plaque of recognition & Corresponding registration fees
International Journal	Plaque of recognition & Corresponding registration fees

Note: incentives may change due to the availability of funding for the year.

Together with the names of the author/s, the school may mandate the appearance of Manila Cathedral School in the published research and conference proceedings, particularly in the following circumstances:

   a. When the research is funded by the institution;

   b. When the assistance of the school in data collection and expertise is sought;

   c. When the research is done as a part of the requirement in a certain subject;

   d. Other circumstances that are similar to the aforementioned.

For presentations of research papers at conferences (regional, national, and international) and publication in a Scopus-indexed journal warranting the appearance of the name of Manila Cathedral School shall scrutinize, evaluate, deliberate, endorse, and recommend by the QADPC Officer, and Subject Area Coordinators. The recommendation of the committee is still subject to the approval of the director's council. In addition, corresponding incentives are subject to the funding for the year.

XI.   APPENDICES

FORMS (TO BE USED BY THE RESEARCHERS)	LINK	WHEN TO USE:
R1 – Ethical Consideration and Consent Form	**FORM 1**	● Prior to data collection
R2-Instrument Validation Service Form	**FORM 2**	● If the instrument/ procedure used in the study is researcher-made or adapted
R3- Editing and Proofreading Endorsement	**FORM 3**	● After the completion of the Research Proposal and Final Research Manuscript
R4- Originality and Grammar-Checking Service Form	**FORM 4**	● After the completion of editing and proofreading of manuscript
R5-Research Certification and Approval Sheet	**FORM 5**	● When the research is finalized and finished the clearance
R6-MCS Research Paper Format (With Parts)	**FORM 6**	● To be followed during writing
R7-NLP Application for Copyright Registration	**FORM 7**	● After the hard bounding of the manuscript

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