



September 19, 2017

DIVISION MEMORANDUM

No. 607, s. 2017

**CONTEXTUALIZED LOCAL POLICIES OF RESEARCH PROPOSALS FOR BASIC EDUCATION
RESEARCH FUND (BERF)**

**To: Assistant Superintendents
Chiefs, CID & SGOD
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads**

1. Attached is Regional Memorandum No. 0633, s. 2017, entitled, **"Contextualized Local Policies of Research Proposals for Basic Education Research Fund (BERF)."**
2. In support to the Department's Policy Development Process, Research Agenda and Policy and Program Development and Implementation, DepEd continues to promote and strengthen the culture of research in basic education.
3. All concerned are advised to refer to the attached policies in managing the research initiatives at the division, district and school levels.
4. Wide dissemination of and compliance with this Memorandum is directed.


RHEA MARIA ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401
Admin/Legal: (032) 253-7847

Website : www.depedcebuprovince.com
E-mail Add : depedcebuprovince@yahoo.com

R. Flores

D494576A



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
No. 0633s 2017

SEP 13 2017

**CONTEXTUALIZED LOCAL POLICIES OF RESEARCH PROPOSALS
FOR BASIC EDUCATION RESEARCH FUND (BERF)**

**TO: ALL SCHOOLS' DIVISION SUPERINTENDENTS and SCHOOLS' DIVISION
RESEARCH COMMITTEE (SDRC)
CHIEFS OF THE FUNCTIONAL DIVISION and REGIONAL RESEARCH
COMMITTEE (RRC)**

1. Pursuant to the provisions of DepEd Order No. 16 s. 2017 Research Management Guidelines (RMG) and in support of the Department's Policy Development process, Research Agenda, and Policy and Program Development and implementation, the Department of Education (DepEd) continues to promote and strengthen the culture of research in basic education.
2. Anent to the foregoing, as well as to manage the research initiatives at the regional level, schools' division level subsequently are the contextualized policies of the research study proposals for Basic Education Research Fund (BERF) prior to submission to the Regional Research Committee (RRC).

**THE LOCAL POLICIES OF RESEARCH PROPOSALS
FOR BERF FACILITY**

- I. **CALL FOR PROPOSAL**
 - a. *The Regional Research Committee (RRC) shall "Call for Research Proposal" to the DepEd (8) Eight Functional Divisions of RO7 and to the (19) Nineteen Schools Division Offices of Region VII.*
 - b. *School's Division Research Committee (SDRC) shall also initiate a "Call for Proposal" for Division- Based, District-Based and School-Based Research Proposals which are intended for Basic Education Research Fund (BERF) funding facility within a year.*
- II. **SCREENING AND EVALUATION OF RESEARCH STUDY PROPOSAL(S)**
 - a. *Regional Research Committee (RRC) will only screen and evaluate the Research Proposals coming from SDO's whose scope are regional-based.*

- b. *Division-Based, District-Based and School-Based research study proposals shall be screened and evaluated by the School's Division Research Committee (SDRC)*

III. RESEARCH STUDY PROPOSAL TEMPLATE/FORMAT

- a. *Research Proposals shall follow the Research Template/Format as stipulated in D.O. No. 16 s. 2017*

A. BASIC RESEARCH PROPOSAL TEMPLATE

- I. *Introduction and Rationale*
- II. *Literature Review*
- III. *Research Questions*
- IV. *Scope and Limitations*
- V. *Research Methodology*
 - a. *Sampling*
 - b. *Data Collection*
 - c. *Ethical Issues*
 - d. *Plan for Data Analysis*
- VI. *Time Table / Gantt Chart*
- VII. *Cost Estimates*
- VIII. *Plans for Dissemination and Advocacy*
- IX. *References*

B. ACTION RESEARCH PROPOSAL TEMPLATE

- I. *Context and Rationale*
- II. *Action Research Questions*
- III. *Proposed Innovations, Intervention, and Strategy*
- IV. *Action Research Methods*
 - a. *Participants and/or other Sources of Data and Information*
 - b. *Data Gathering Process*
 - c. *Data Analysis Plan*
 - d. *Plan for Data Analysis*
- V. *Action Research Work Plan and Timelines*
- VI. *Cost Estimates*
- VII. *Plans for Dissemination and Utilization*
- VIII. *References*

- b. *Documents for Attachment to Research Study Proposal in reference from D.O. 16 s. of 2017*

Annex 1. Research Proposal Application Form and Endorsement of Immediate Supervisor

Annex 2. Declaration of Anti-Plagiarism and Absence of Conflict of Interest

Annex 3. Declaration of Absence of Conflict of Interest

IV. EVALUATION AND SCREENING TOOL RESULTS

- a. *Research Study Proposal which were screened, evaluated and approved by the SDRC shall borne with 1st Endorsement from SDRC Chair prior to submission to the RRC.*
- b. *Results of the Screening and Evaluation Tool matrix with passing score at least 70 points above shall be attached together with the Endorsement of the SDRC Chair.*
- c. *Summary of Scores/Results with the name of the evaluators shall be submitted and attached to the research manuscript.*
- d. *Research Study Proposal manuscript shall be submitted at least (2 original copies required) and soft copy in CD.*


- e. *Proponent(s) will be called for a Conference with RRC for this purpose prior to Confirmation and Approval for BERF funding.*

V. SIGNING OF MEMORANDUM OF AGREEMENT (MOA)

- a. *After the Conference with RRC and Research Proponent(s)/Grantee(s), the PPRD Secretariat shall prepare a Memorandum of Agreement.*
 - b. *Subsequently, the MOA will be signed by the RRC Adviser likewise in her capacity as the Regional Director of DepEd RO7 with Research Proponent(s)/Grantee(s), and two (2) witnesses.*
 - c. *Once the MOA is signed by the required signatories, a Voucher shall be prepared by the PPRD secretariat. Voucher for BERF funding (Regional, Division and District-Based (at least 2) in 3 tranches, School Based in (2) two tranches.*
 - d. *MOA is an important document required to be submitted to the Finance Division for BERF funding.*
 - e. *Proponent(s)/Grantee(s) are required to submit the Bank ATM Account No. They shall be notified once the funding amount is approved. Notification shall come from the Finance Division of DepEdRO7. The approved amount will be consigned through their Bank ATM Account.*
-

3. Please be guided accordingly.

4. Immediate and wide dissemination of this Memorandum is desired.


JULIET A. JERUTA, Ph.D., CESOV
Director III
OIC – Regional Director