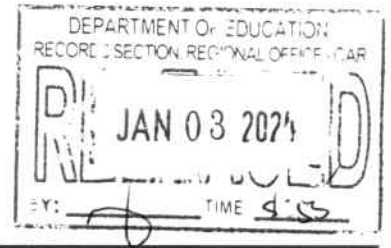




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



January 02, 2024

REGIONAL MEMORANDUM

No. 003.2024

**1st CALL FOR SUBMISSION OF RESEARCH PROPOSALS FOR FUNDING UNDER
THE BASIC EDUCATION RESEARCH FUND (BERF)**

To: Schools Division Superintendents
Senior Education Program Specialists (Planning and Research Unit)
All Schools Division Offices
All Others Concerned

- Relative to DepEd Order No. 16, s. 2017 entitled "Research Management Guidelines", this Office, through the Policy, Planning, and Research Division (PPRD) calls for the submission of research proposals on or before **February 2, 2024**. It is understood that all proposals submitted were thoroughly reviewed and screened by the Schools Division Research Committee (SDRC).
- The research proposal in soft copy (*MS Word*) will be submitted through the email address car.saliksik@gmail.com, and hard copies of the following in an A4 brown folder.
 - Indorsement from the Schools Division Office (individual/group)
 - Evaluation checklist for action/basic research proposal signed by the division research coordinator and Chairman of the SDRC shall be attached to the proposal (*Enclosures 1 & 2*)
 - Application form and endorsement of Immediate Supervisor (*Enclosure 3*)
 - Anti-plagiarism and Absence of Conflict of Interest Declarations (*Enclosure 4*)
 - One copy of the research proposal
- The absence of one of the required documents and/ or an incomplete research proposal based on the required forms and styles as stipulated in Regional Memorandum No. 093, s. 2023 will be disapproved without further evaluation.
- The target implementation of the research proposals shall be at least **April 2023** onwards giving ample time for evaluation and approval of the Regional Research Committee (RRC).
- Proponents of evaluated proposals will be notified for orientation and/or coaching.
- For inquiries, please contact the PPRD at telephone no. 422-1318 or email address car.pprd@deped.gov.ph.
- Immediate and wide dissemination of this Memorandum is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV / Regional Director 

Encl.: As stated
PPRD/GCD/CPD



EVALUATION CHECKLIST – BASIC RESEARCH PROPOSAL

Proponent: _____

Title of proposal: _____

SDO: _____ No. of Times Evaluated: 1st 2nd 3rd Others:

Key Elements	FULLY Evident	Partially Evident	NOT Evident	Remarks (Comment/Suggestion)
Introduction and Rationale				
- General situation				
- Importance				
- Aim				
- Related Studies				
- Research Gap (literature)				
- Potential Contribution				
Literature Review				
- Analysis of findings of <i>previous studies</i> - Aligned with the research question (variables)				
- <i>theory/ies</i> -explain the theory/ies how it will guide the research design, data collection and interpretation				
- <i>conceptual framework</i> -discuss the association or relationship of the variables, how x is related to y				
Research Questions				
- General aim				
- Specific questions				
Scope and limitation				
- Scope				
- Limitation /s <i>Methodological limitation</i> <i>Data interpretation</i> <i>Scope of the study</i>				
Research Methodology				
Research Design				
- Appropriateness				
- Definition by an author				
Population and/or Sampling				
- <i>Who are the population/ participant?</i>				
- <i>Why choose these population/ samples</i>				
- <i>How many?</i>				
- <i>How did you select them? – sampling technique</i>				
Data Collection				
- <i>What tool is to be used? Content aligned with the research question.</i>				
- <i>Validation and reliability test</i>				
- <i>Process/ procedure in collecting data</i>				
Plan for Data Analysis				
- Alignment with the research question				

- Uses quantitative (statistical) and/or qualitative (thematic/content analysis, process tracing) tools that are appropriate to the problem/issue and research design to analyze data.				
Ethical Issues - Permission from management - Voluntary participation - Informed consent - Anonymity - Confidentiality - Potential harm - Results communication				
Timetable / Gantt Chart - sensible timeline indicating plans from commencement right through to submission. - major milestones with specific activities				
Cost Estimates - follow the accounting and auditing rules				
Plans for Dissemination and Advocacy - indicate how the results will be disseminated in a wider community and for a specific group of people, teachers, students, parents, or other stakeholders that may benefit from the findings. - accessible for key stakeholders. - Indicate utilization of research/findings				
References - Use APA 7 th edition - All citations are reflected/listed				
Appendices				
- data collection instrument				
- letter/s to management				
- consent form				
- assent form				
Others: Specify				

Forms and Styles

Forms and Styles	Evident	Remarks (Comment/Suggestion)
Font - Arial font size 11		
Spacing - Double space except for tables		
Margins - Normal (1 inch - all sides)		
Pagination - Upper right corner		
Alignment - Left		
Paper - A4 bond paper		
- Running Head - an abbreviated version of the title; all-capital letters; no more than 50 characters, including spaces and punctuation...		
Title page -		
Table of Contents		
Headings <div style="margin-left: 100px;">Level 1 Heading</div> <div style="margin-left: 100px;">Level 2 Heading</div> <div style="margin-left: 100px;">Level 3 Heading</div> <div style="margin-left: 100px;">Level 4 Heading.</div> <div style="margin-left: 100px;">Level 5 Heading.</div>		

Remarks:

For revision: _____

For approval: _____ (All key elements are FULLY EVIDENT.)

Note:

This certifies that the research proposal was reviewed and passed all the requirements.

Division Research Coordinator

Date: _____

SDRC Chairman

Date: _____

EVALUATION CHECKLIST – ACTION RESEARCH PROPOSAL

Proponent: _____

Title of proposal: _____

SDO: _____ No. of Times Evaluated: __1st__ __2nd__ __3rd__ Others: ____

Key Elements	FULLY Evident	Partially Evident	NOT Evident	Remarks (Comment/Suggestion)
Context and Rationale				
- General situation/ description of the context of the <u>problem</u> identified.				
- Importance				
- Aim				
- Related Studies <i>about the problem</i>				
- Potential Contribution				
Action Research Question				
- General aim				
- Specific questions				
Proposed Innovation, Intervention, and Strategy				
What is the intervention?				
- theory related to intervention				
-related studies about the intervention				
Discussion shows the appropriateness of the intervention to address the problem.				
Present what is new /modified				
Discuss the implementation of the intervention.				
- procedures (activities, time frame)				
-discussion shows the role of the participants (researcher/s, learners, parents, etc)				
Research Methodology				
Research Design				
- Appropriateness				
- Definition by an author				
Participants and/or Other Sources of Data and Information				
- <i>Who are the population/ participant?</i>				
- <i>Why choose these population/ samples</i>				
- <i>How many?</i>				
- <i>How did you select them? – sampling technique</i>				
Data Gathering Methods				
- <i>What tool is to be used? Content aligned with the research question.</i>				
- <i>Validation and Reliability test</i>				
- <i>Process/ procedure in collecting data</i>				

<p>Data Analysis Plan</p> <ul style="list-style-type: none"> - Alignment with the research question - Uses quantitative (statistical) and/or qualitative (thematic/content analysis, process tracing) tools that are appropriate to the problem/issue and research design to analyze data. 				
<p>Ethical Issues</p> <ul style="list-style-type: none"> - Permission from management - Voluntary participation - Informed consent - Anonymity - Confidentiality - Potential harm - Results communication 				
<p>Action Research Work Plan and Timelines</p> <ul style="list-style-type: none"> - sensible timeline indicating plans from commencement right through to submission. - major milestones with specific activities 				
<p>Cost Estimates</p> <ul style="list-style-type: none"> - follow the accounting and auditing rules 				
<p>Plans for Dissemination and Utilization</p> <ul style="list-style-type: none"> - indicate how the results will be disseminated in a wider community and for specific group of people, teachers, students, parents or other stakeholders that may benefit from the findings. - accessible for key stakeholders. - Indicate utilization of research/findings 				
<p>References</p> <ul style="list-style-type: none"> - Use APA 7th edition - All citations are reflected/listed 				
<p>Appendices</p>				
<ul style="list-style-type: none"> - Sample of activities/worksheets 				
<ul style="list-style-type: none"> - data collection instrument 				
<ul style="list-style-type: none"> - letter/s to management 				
<ul style="list-style-type: none"> - consent form 				
<ul style="list-style-type: none"> - assent form 				
<p>Others: Specify</p>				

Forms and Styles

Forms and Styles	Evident	Remarks (Comment/Suggestion)
Font - Arial font size 11		
Spacing - Double space except for tables		
Margins - Normal (1 inch - all sides)		
Pagination - Upper right corner		
Alignment - Left		
Paper - A4 bond paper		
- Running Head - an abbreviated version of the title; all-capital letters; no more than 50 characters, including spaces and punctuation...		
Title page - Title of the research; Name of proponent/s; Position; School/Office; Address of School/Office; Schools Division Office; Month and Year - submission of proposal to RO		
Table of Contents		
Headings <div style="margin-left: 40px;">Level 1 Heading</div> <div style="margin-left: 40px;">Level 2 Heading</div> <div style="margin-left: 40px;">Level 3 Heading</div> <div style="margin-left: 40px;">Level 4 Heading.</div> <div style="margin-left: 40px;">Level 5 Heading.</div>		

Remarks:

For revision: _____

For approval: _____ (All key elements are FULLY EVIDENT.)

Note:

This certifies that the research proposal was reviewed and passed all the requirements.

Division Research Coordinator

Date: _____

SDRC Chairman

Date: _____

Enclosure 3: Regional Memorandum No. 003.2024

Research Proposal Application Form and Endorsement of Immediate Supervisor

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH <i>(This includes the following: main purpose/objective of the study, participants, data collection, data analysis plan)</i>	
RESEARCH CATEGORY (check only one) <input type="radio"/> National <input type="radio"/> Region <input type="radio"/> Schools Division <input type="radio"/> District <input type="radio"/> School (check only one) <input type="radio"/> Action Research <input type="radio"/> Basic Research	RESEARCH AGENDA CATEGORY (check only one main research theme) <input type="radio"/> Teaching and Learning <input type="radio"/> Child Protection <input type="radio"/> Human Resource Development <input type="radio"/> Governance (check up to one cross-cutting theme, if applicable) <input type="radio"/> DRRM <input type="radio"/> Gender and Development <input type="radio"/> Inclusive Education <input type="radio"/> Others (please specify): _____
FUND SOURCE	AMOUNT
BERF	
TOTAL AMOUNT	

B. PROPONENT INFORMATION

LEAD PROPONENT / INDIVIDUAL PROPONENT

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION / DESIGNATION:
REGION / DIVISION / SCHOOL (whichever is applicable)		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i>	TITLE OF THESIS / RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		

PROPONENT 2

LAST NAME:		FIRST NAME:		MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)		SEX:	POSITION / DESIGNATION:	
REGION / DIVISION / SCHOOL (whichever is applicable)				
CONTACT NUMBER 1:		CONTACT NUMBER 2:		EMAIL ADDRESS: (DepEd email)
EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i>		TITLE OF THESIS / RELATED RESEARCH PROJECT		
SIGNATURE OF PROPONENT:				

PROPONENT 3

LAST NAME:		FIRST NAME:		MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)		SEX:	POSITION / DESIGNATION:	
REGION / DIVISION / SCHOOL (whichever is applicable)				
CONTACT NUMBER 1:		CONTACT NUMBER 2:		EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i>		TITLE OF THESIS / RELATED RESEARCH PROJECT		
SIGNATURE OF PROPONENT:				

IMMEDIATE SUPERVISOR'S CONFORME

I hereby endorse the attached research proposal. I certify that the proponent/s has/have the capacity to implement a research study without compromising his/her office functions.

Name and Signature of Immediate Supervisor

Position / Designation: _____

Date: _____

DECLARATION OF ANTI-PLAGIARISM

1. I, **JUAN D. CRUZ**, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of their work without proper acknowledgment and referencing.
2. I hereby attest to the originality of this research proposal and have cited properly all the references used. I further commit that all deliverables and the final research study emanating from this proposal shall be of original content. I shall use appropriate citations in referencing other works from various sources.
3. I understand that violation of this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and Basic Education Research Fund.

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

1. I, **JUAN D. CRUZ**, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in evaluating, conducting, or reporting research.¹
2. I hereby declare that I do not have any personal conflict of interest that may arise from my application and submission of my research proposal. I understand that my research proposal may be returned to me if found out that there is a conflict of interest during the initial screening as per Research Management Cycle item ii. a.
3. Further, in case of any form of conflict of interest (possible or actual) that may inadvertently emerge during the conduct of my research, I will duly report it to the research committee for immediate action.
4. I understand that I may be held accountable by the Department of Education and Basic Education Research Fund for any conflict of interest that I have intentionally concealed.

JUAN D. CRUZ
Proponent Name and Signature
Date: _____

¹ Office of Ethics and Compliance, University of California, San Francisco, retrieved from <http://coi.ucsf.edu/>