Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
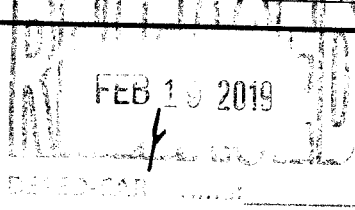Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph / Email: car@deped.gov.ph

FEB 1 2019

February 12, 2019

REGIONAL MEMORANDUM
No. **064.2019**

1st CALL FOR SUBMISSION OF RESEARCH PROPOSALS FOR THE 2019 BERF FUNDING

TO:

Regional Office Division Chiefs / Officers-In-charge
Schools Division Superintendents
Senior Education Program Specialists (SEPS – Planning and Research)
All Schools Divisions
Others Concerned

1. Pursuant 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 (action research and basic research) for funding under the FY 2019 Basic Education Research Fund (BERF) on or before **March 20, 2019**. It is understood that all proposals submitted were thoroughly reviewed and screened by the Division Research Review and Evaluation Committees (DRREC).

2. The research proposals will be submitted in <u>four (4) sets in an A4 brown folder</u> with the following requirements:
    i.   Application form and endorsement of immediate supervisor (Enclosure 1)
    ii.   Anti-plagiarism and absence of conflict of interest declaration (Enclosure 2)
    iii.   Research Proposal (Enclosure 3 / Template)

3. The following are suggested research topics for priority funding:
    For Teachers:
    >   Theme 1: Teaching and Learning
    >   >   a. Instruction (MTB-MLE, Multi-grade, SHS)
    >   >   b. Curriculum
    >   >   c. Assessment
    >   >   d. Learning Outcomes

    For School Heads / Division Offices/ Regional Office
    >   Theme 2. Child Protection *(Teenage Pregnancy)*
    >   Theme 3. Human Resource Development
    >   Theme 4. Governance
    >   >   a. Planning
    >   >   b. Finance
    >   >   c. Transparency and Accountability
    >   >   d. Evaluation (MTB-MLE, SHS Implementation)

    Please refer to the link: ***http://deped.in/2018CARBERA*** for further details.

4. All proponents of approved proposals will be notified for coaching and orientation.

5. For more inquiries, please contact the Policy, Planning, and Research Division (PPRD) at telephone no. 422-9590 or thru email address *pprd.depedcar@gmail.com / pprdberf.depedcar@gmail.com.*

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

MAY B. ECLAR, Ph.D., CESO V
Regional Director

PPRD/PDE/cpp

Tracking Number:
15500 73321

Research Proposal Application Form and Endorsement of Immediate Supervisor

A. RESEARCH INFORMATION

RESEARCH TITLE

SHORT DESCRIPTION OF THE RESEARCH

RESEARCH CATEGORY (check only one)	RESEARCH AGENDA CATEGORY
o National o Region o Schools Division o District o School (check only one) o Action Research o Basic Research	(check only one main research theme) o Teaching and Learning o Child Protection o Human Resource Development o Governance (check up to one cross-cutting theme, if applicable) o DRRM o Gender and Development o Inclusive Education o Others (please specify): _____

FUND SOURCE (e.g. BERF, SEF, others)*	AMOUNT
TOTAL AMOUNT	

*indicate also if proponent will use personal funds

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) enumerate from bachelor's degree up to doctorate degree	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:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) *enumerate from bachelor's degree up to doctorate degree*	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) *enumerate from bachelor's degree up to doctorate degree*	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, _____, 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 has 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 from 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.

PROPONENT: _____

SIGNATURE: _____

DATE: _____

DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

1. I, _____, 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 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) which 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 which I have intentionally concealed.

PROPONENT: _____

SIGNATURE: _____

DATE: _____

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

REQUIREMENTS FOR RESEARCH PAPERS

- Research papers must be of **Arial font and size of 11 pt.** It must also be typed **double-spaced** on a standard **A4 paper with 1.5" left margin and 1"** on the other sides.

- **Title page** – includes the title of the study, name/s of proponent, position, school / office, Schools Division Office

RESEARCH PROPOSAL TEMPLATES

BASIC RESEARCH PROPOSAL

- Title Page
- Table of Contents

INTRODUCTION AND RATIONALE – include the rationale for the research and relevant, social, policy, or practice context for the study. The introduction should explain why the research study is being undertaken (e.g. to answer a question about a specified problem in education) and how the results could be used in action planning and/ or policy formulation and development.

LITERATURE REVIEW – focuses on key issues which underlie the research; major findings, problems identified, recommendations, and questions raised in previous research; the main points of view and controversies; critical evaluation of these views, their strengths and weaknesses; general conclusions about the research papers; what research still needs to be done; and what knowledge gaps remain that the study will aim to fill.

RESEARCH QUESTIONS – involves investigating or testing an idea; trying out solutions to a problem; exploring and analyzing issues; creating a new procedure or system; explaining a phenomenon; or a combination of any of these.

SCOPE AND LIMITATION – coverage of the research in terms of location, time, respondents, etc.; inherent design or methodology parameters that can restrict the scope of the research findings and are outside the control of the researcher.

RESEARCH METHODOLOGY – contains details of how the research will be conducted.

Sampling – details should be provided about who will participate in the research: number of people and characteristics of those who will participate in the research; and how will the sample be selected and recruited.

Data collection – the various instruments and procedures for data collection should be outlined and extensively discussed.

Plan for Data Analysis – indicates how the data will be analyzed and reported; it should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research.

Ethical issues – identification of ethical concerns that could possibly emanate from the conduct of the research, and elaborate discussion on how to prevent these from taking place. It can include, but not limited to the following: right to conduct a study or investigation to answer a question; securing free prior and informed consent from respondents; issues of confidentiality and anonymity; written approval for use of materials with copyright (e.g. secondary data sets, data collection tools).

TIMETABLE / GANTT CHART – contains the research timelines – when will the project begin and how long will it take for it to be completed; include time estimates for each step in the research process (e.g. 5 days, 2 weeks).

COST ESTIMATES – includes detailed research cost, broken down per research task, activity and/or deliverable. It can be further grouped by tranche for easier reference of the Evaluation Committee. Refer to the Availment Process for the activities falling under each tranche.

PLANS FOR DISSEMINATION AND ADVOCACY – indicate how the results of the research will be cascaded to the intended user of the research findings (i.e. presentation in conferences).

REFERENCES – using APA referencing, provide in text of work and reference list consistently and accurately.

- Title Page
- Table of Contents

CONTEXT AND RATIONALE – includes the description and context of the study and the reason for conducting it; how the results could be used in action planning.

ACTION RESEARCH QUESTIONS – identifies the problem/s which will be addressed by the research in terms of investigating or testing an idea; trying out solutions to a problem; creating a new procedure or system; explaining a phenomenon; or a combination of any of these.

PROPOSED INNOVATION, INTERVENTION, AND STRATEGY

ACTION RESEARCH METHODS – contains details of how the research will be conducted.

Participants and/or other Sources of Data and Information – details should be provided about who will participate in the research: number of people and characteristics of those who will participate in the research; and how will the sample be selected and recruited.

Data Gathering Methods – the various instruments and procedures for data collection should be outlined and extensively discussed.

Data Analysis Plan – indicates how the data will be analyzed and reported; it should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research.

Ethical issues – identification of ethical concerns that could possibly emanate from the conduct of the research, and elaborate discussion on how to prevent these from taking place. It can include, but not limited to the following: right to conduct a study or investigation to answer a question; securing free prior and informed consent from respondents; issues of confidentiality and anonymity; written approval for use of materials with copyright (e.g. secondary data sets, data collection tools).

ACTION RESEARCH WORK PLAN AND TIMELINES – contains the research timelines – when will the project begin and how long will it take for it to be completed; include time estimates for each step in the research process (e.g. 5 days, 2 weeks).

COST ESTIMATES – includes detailed research cost, broken down per research task, activity and/or deliverable. It can be further grouped by tranche for easier reference of the Evaluation Committee. Refer to the Availment Process for the activities falling under each tranche.

PLANS FOR DISSEMINATION AND UTILIZATION – indicate how the results of the action will be utilized.

REFERENCES – using APA referencing, provide in text of work and reference list consistently and accurately.