DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE - CAR

SEP 0 4 2025
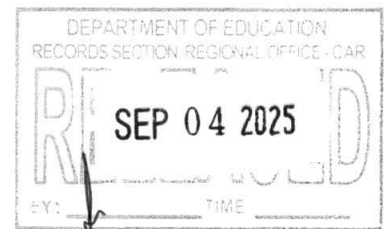
September 4, 2025

REGIONAL MEMORANDUM
No. 648.2025

SUBMISSION OF RESEARCH FINAL REPORTS UNDER THE 2025 BASIC EDUCATION RESEARCH FUND (BERF)

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

1.   Relative to the region's research implementation and monitoring, attached is the 2025 approved research list (Enclosure 1). All researchers are requested to complete and submit their research final report on or before the indicated date.

2.   The researchers are advised to submit their final reports earlier than the due date for the Schools Division Research Committee (SDRC) evaluation. The research final reports submitted to this Office are considered thoroughly reviewed and approved by the SDRC.

3.   The research final report softcopy in *MS Word* to be submitted shall include a scanned copy of the following:
        a. Endorsement of the Schools Division Superintendent
        b. Final Report Evaluation Sheet/s (Enclosures 2 and 3)
        c. Quality Control Checklists (QCCs) for action or basic research (Enclosures 4 and 5)

        Incomplete documents will not be accepted or evaluated.

4.   All submissions will be through the email addresses car@deped.gov.ph and car.saliksik@gmail.com.

4.   Strict compliance to and immediate dissemination of this Memorandum is desired.

Digitally signed by
ESTELA P. LEON-CARIÑO
EdD, CESO III
Date: 2025.09.04 16:12:14
+08'00'

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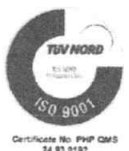Director IV / Regional Director

Encl.: As stated
PPRD/EET/CPP

Submission of 2025 BERF Approved Research

No.	SDO	Name/s of Researcher	Position	Research Category	TARGET DATE OF SUBMISSION
1	Abra	**Asencio, Rhoda P.**	Public Schools District Supervisor	Basic - Division	**October 30, 2025**
2	Abra	**Bogayao, Adelaida A.**	Education Program Supervisor	Basic - Division	**October 30, 2025**
3	Abra	**Cannaoay, Narciso B.**	Education Program Supervisor	Basic - Division	**October 30, 2025**
4	Abra	**Dawal, Paul John O.**	Teacher III	Action	**September 26, 2025**
5	Abra	**Zapatero, Sherwin B.**	Master Teacher II	Basic - School	**September 26, 2025**
6	Apayao	**Alday, Maynard B.**	Master Teacher I	Basic - School	**September 26, 2025**
7	Apayao	**Castillo, Angela C.; Ramos, Jamaica Q.; Tagaban, Ma. Mheliza V**	Education Program Supervisor, Teacher III, Teacher III	Basic - Division	**October 30, 2025**
8	Apayao	**Piagan, Divina Grace S.**	Master Teacher I	Basic - School	**September 26, 2025**
9	Apayao	**Villanueva, Gilbert F.; Trumpo, Marlon T.; Pagulayan, Marco L.**	Chief Education Supervisor, Education Program Supervisor, Senior Education Program Specialist	Basic - Division	**October 30, 2025**
10	Baguio City	**Cayat, Florhiza B.**	Teacher III	Action	**October 30, 2025**
11	Baguio City	**Guevara, Jayrerose S.**	Public Schools District Supervisor	Basic - School	**COMPLETED AND ACCEPTED AUGUST**
12	Baguio City	**Hinay, Joel A.**	Master Teacher I	Basic - Division	**October 30, 2025**
13	Baguio City	**Kunayon, Zenaida L.**	Principal I	Basic - Division	**October 30, 2025**
14	Baguio City	**Mangangey, Loida C.**	Education Program Supervisor	Basic - Division	**ONGOING REVISION**
15	Baguio City	**Sabaway, Julie D.; Parayao, John B.**	Teacher III, Master Teacher I	Basic - School	**COMPLETED AND ACCEPTED AUGUST**
16	Benguet	**Almazan, Mac Taner T.; Almeda, Julie Ann B.**	Teacher III, Teacher III	Basic - School	**September 26, 2025**
17	Benguet	**Ayangdan, Samuel S.**	Education Program Supervisor	Basic - Division	**October 30, 2025**
18	Benguet	**Depawa, Vilma M.**	Teacher III	Basic - School	**September 26, 2025**

19	Benguet	Dionisio, Janice S.	Head Teacher III	Basic - District	October 30, 2025
20	Benguet	Dominguez, Lucille Y.; Quines, John Rey D.	Master Teacher I, Teacher III	Basic - School	September 26, 2025
21	Benguet	Pecay, Rose Kayee D.	Master Teacher I	Basic - District	October 30, 2025
22	Benguet	Piken, Gloria B.	Teacher III	Basic - District	October 30, 2025
23	Benguet	Quinuan, Erlinda C.; Medina, Emilyn E.	Education Program Supervisor, Principal II	Basic - Division	October 30, 2025
24	Benguet	Wanas, Wilbert B.	Teacher III	Basic - DIvision	October 30, 2025
25	Ifugao	Bullan, Remie Joyce L.	Teacher III	Action	September 26, 2025
26	Ifugao	Bunaton, Jezeebel B.	Administrative Officer II	Basic - Division	October 30, 2025
27	Ifugao	Cumahling, Meynard K.	Teacher III	Action	September 26, 2025
28	Ifugao	Taguiling, Agusta D.	Teacher II	Action	September 26, 2025
29	Kalinga	Dugayon, Jovelyn B.	Education Program Supervisor	Basic - Division	October 30, 2025
30	Kalinga	Lingayo, Jenner D.	Education Program Supervisor	Basic - Division	October 30, 2025
31	Kalinga	Prieto, Maria Teresa E.	Education Program Supervisor	Basic - Division	October 30, 2025
32	Mountain Province	Anecang, Dolores M.	Education Program Supervisor	Basic - Division	October 30, 2025
33	Mountain Province	Dicdican, Anna Liza A.	Education Program Supervisor	Basic - Division	October 30, 2025
34	Mountain Province	Poking, Howard P.	Education Program Supervisor	Basic - Division	October 30, 2025
35	Mountain Province	Sarol, Leonie P.	Head Teacher III / ALS Focal	Basic - Division	October 30, 2025
36	Tabuk City	Bumanglag, Gemmaline C.	Principal II	Basic - Division	October 30, 2025
37	Tabuk City	Duclan, Doddie Marie L.; Licudine, Bobby S.	Education Program Supervisor, Head Teacher III	Basic - Division	October 30, 2025
38	Tabuk City	Salvador, Miguel P.	Teacher III	Action	September 26, 2025
39	Tabuk City	Tawatao, Mary Jane B.	Master Teacher II	Action	September 26, 2025
40	Tabuk City	Ubuan, Emmanuel C.	Education Program Supervisor	Basic - Division	October 30, 2025
41	Regional Office	Dasco, Judica B.	Education Program Supervisor	Basic - Region	October 30, 2025

42	Regional Office	**Ducayso, Georgina C.; Damoslog, Raymond S.; Bumanghat, Joane S.**	Chief Education Supervisor, Medical Officer IV, Dentist III	Basic - Region	**October 30, 2025**
43	Regional Office	**Fanged, Elvernice S.**	Education Program Specialist II	Basic - Region	**October 30, 2025**
44	Regional Office	**Flores, Rose Melody M.**	Education Program Supervisor	Basic - Region	**October 30, 2025**
45	Regional Office	**Pantaleon, Crisanta P.; Minong, Rushel A.; Kial, Elizabeth C.**	Education Program Specialist II, Administrative Assistant I, Teaching-Aid Specialist	Basic - Region	**October 30, 2025**

----------------------------------PPRD/EET/cpp2025----------------------------

FINAL REPORT EVALUATION – ACTION RESEARCH

Researcher:
Title of Research:
School/Office:
No. of Review: _____ *(Attach previous review/s)*

Research Paper	Comments / Suggestions / Recommendations
Title Page - Required format - Page 1 with running head	
Abstract - 200 to 250 words - 3 to 5 keywords - No recommendation	
Acknowledgment - Include BERF	
Table of Contents	
Context and Rationale	
Research Questions	
Innovation, Intervention, and Strategy	
Action Research Method	
Discussion of Results and Reflection - Aligned with research questions - Narrative explanations should precede tables and graphs. - Use the required format for table/s - Discussions present the following: Results/findings; Explanation, Implication; Corroboration/s or contradiction	
Reflection Following a narrative format, the researcher shares what they have learned from the study's outcomes. *What have you learned from the conduct of the study as a researcher? As a teacher? What contributed to the success of the research?* *What could be changed or improved in the future implementation of the interventions?*	
Summary of Findings - Aligned with research questions - Directly answers the research questions	
Conclusions and Recommendations - Conclusion/s are aligned with the finding/s - Recommendation/s are aligned or based on the conclusion/s	
Action Plan - Narrative - Dissemination activities - Utilization of the research/findings	

References	
- APA 7th edition	
Financial Report	
- Aligned with approved cost estimates	
Appendices	
- Data gathering instrument/s	
- Request letters	
- Consent/assent forms	

Forms and Styles

Forms and Styles	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; avoid using acronym...	

Headings
         Level 1 Heading
 Level 2 Heading
 Level 3 Heading
       Level 4 Heading.
       Level 5 Heading.	

Remarks:

For Revision: _____

For Approval and Submission to RRC: _____

Note:

_____

_____

_____

Evaluator/s:

_____   Date: _____

SEPS, Planning and Research

Reviewed by:

_____   Date: _____

CES, SGOD / Co-Chair SDRC

APPROVED:

_____   Date: _____

ASDS / Chair SDRC

FINAL REPORT EVALUATION – BASIC RESEARCH

Researcher:
Title of Research:
School/Office:
No. of Review: _____ *(Attach previous review/s)*

Research Paper	Comments / Suggestions / Recommendations
Title Page - Required format - Page 1 with running head	
Abstract - 200 to 250 words - 3 to 5 keywords - No recommendation	
Acknowledgment - Include BERF	
Table of Contents	
Introduction and Rationale	
Literature Review	
Research Questions	
Scope and Limitation	
Research Methodology	
Results and Discussions - Aligned with research questions - Narrative explanations should precede tables and graphs. - Use the required format for table/s - Discussions present the following: Results/findings; Explanation, Implication; Corroboration/s or contradiction	
Summary of Findings - Aligned with research questions - Directly answers the research questions	
Conclusions and Recommendations - Conclusion/s are aligned with the finding/s - Recommendation/s are aligned or based on the conclusion/s	
Dissemination and Advocacy Plans - Narrative - Dissemination activities - Utilization of the research/findings	
References - APA 7th edition	
Financial Report - Aligned with approved cost estimates	
Appendices - Data gathering instrument/s - Request letters - Consent/assent forms	

Forms and Styles

Forms and Styles	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; avoid using acronym...	

Headings
       Level 1 Heading
Level 2 Heading
Level 3 Heading
    Level 4 Heading.
    Level 5 Heading.	

Remarks:

    For Revision: _____

    For Approval and Submission to RRC: _____

Note:

_____
_____
_____

Evaluator/s:

_____   Date: _____

SEPS, Planning and Research

Reviewed by:

_____   Date: _____

CES, SGOD / Co-Chair SDRC

APPROVED:

_____   Date: _____

ASDS / Chair SDRC

Quality Control Checklist for Completed Action Research

INFORMATION SHEET

Instructions: Write N/A in the fields if information is Not Applicable. Ensure that the information indicated in this checklist is properly filled out.

Research Title: _____

Funding Year: _____

Region: _____

Schools Division Office: _____

School and/or Functional Division Conducted: _____

Author/s
[Lead Proponent]
Name: _____
Position: _____
Contact Details: _____

[Author 2]
Name: _____
Position: _____
Contact Details: _____

[Author 3]
Name: _____
Position: _____
Contact details: _____

SCORE SHEET

Instructions: Fill out the fields below based on the results of the evaluation of the research report. For research for acceptance, check the "Accept" box only if the completed research has received **ALL** Fully Evident "FE" marks; check the "Return to Proponent" box otherwise. For research for archiving, check the "General public disclosure" box only if the completed research has received **ALL** "FE" marks and does not fall under the category of research for limited public disclosure; check the "Limited Public Disclosure" box otherwise.

Date of Evaluation: _____

No. of Times Evaluated (including this one):

☐ 1st ☐ 3rd
☐ 2nd ☐ Other: _____

DECISION:

(a) For Acceptance:	☐ **ACCEPT**	☐	**RETURN TO PROPONENT**
(b) For Archiving:	☐ **GENERAL PUBLIC DISCLOSURE**	☐	**LIMITED PUBLIC DISCLOSURE**

	Full Score	NE (Not Evident)	PE (Partially Evident)	FE (Fully Evident)
Credible	6			
Contributory	3			
Communicable	2			
Conforming	3			
TOTAL	14			

COMMENTS:	The research is recommended for acceptance by the RRC and uploading to the E-*Saliksik* portal.

Prepared by:　　　　　　　　**Approved by:**

Research Coordinator　　　　　　　　　　　　　　SGOD Chief

QUALITY CONTROL CHECKLIST
Completed Action Research

Directions: Put a check (☐) mark in the box under the appropriate column (**NE** = "not evident"; **PE** = "partially evident"; and **FE** = "fully evident") if the conditions indicated in each criterion below were satisfied by the completed basic research report. Consult the **Instruction Guide for Evaluators** for additional guidance in evaluating each criterion. (**IMPORTANT:** The completed basic research **must receive all FE marks** to be eligible for acceptance.)

A. Credible
The completed action research...

No.	Criterion	Relevant Sections	NE	PE	FE	Remarks
1	Uses personal reflection to make a compelling case for investigation and intervention.	Check entire paper but especially the Context and Rationale, Innovation, Intervention, and Strategy, and Action Research Questions	☐	☐	☐	
2	Utilizes a research design that is correct and appropriate for investigating the chosen area of focus, problem, or issue.	Action Research Methods	☐	☐	☐	
3	Describes the chosen research design and resulting research processes in a manner that is understandable to other teachers planning similar interventions and researchers conducting similar work.	Action Research Methods	☐	☐	☐	
4	Shows that the researcher/s have followed the four-step Action Research Spiral (Reflect-Plan-Act-Observe) in their research.	Whole paper	☐	☐	☐	
5	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.	Action Research Methods	☐	☐	☐	

No.	Criterion	Relevant Sections	NE	PE	FE	Remarks
6	Reflects on its own findings in a manner that is accurate and consistent with the results of the researcher/s' data analysis and engages with the researcher/s' understanding of the area of focus.	Discussion of Results and Reflection	☐	☐	☐	

B. Contributory
The completed action research...

No.	Criterion	Relevant Sections	NE	PE	FE	Remarks
7	Addresses "real" and "existing" issues and challenges identified by its stakeholders.	Context and Rationale, Innovation, Intervention, and Strategy, and Action Research Questions	☐	☐	☐	
8	Reports new results, knowledge, and/or conclusions that are falsifiable.	Discussion of Results and Reflections but also watch for findings cited in the Abstract, and Context and Rationale	☐	☐	☐	
9	Reports results that contribute to the professional development of its proponents/researchers or their peers; decision-makers; or the welfare of stakeholders.	Discussion of Results and Reflections but also watch for findings cited in the Abstract, Context and Rationale, and Conclusion	☐	☐	☐	

C. Communicable
The completed action research...

No.	Criterion	Sections to Consider	NE	PE	FE	Remarks
10	Documents the research process and results in accordance with the prescribed rules.	Whole paper	☐	☐	☐	
11	Utilizes language that is appropriate and understandable to the group being studied.	Whole paper	☐	☐	☐	

D. Conforming
The completed action research...

No.	Criterion	Relevant Sections	NE	PE	FE	Remarks
12	Cites and acknowledges sources per the guidelines of ONLY one style guide, whether required by another authority or chosen by the researcher, throughout the research paper.	Whole paper	☐	☐	☐	
13	Secures the free, prior, and informed assent/consent of research participants (and their parents/legal guardians if the participants are children).	Action Research Methods; Consent forms in supporting documents	☐	☐	☐	
14	Includes a clear and feasible action plan (only for BERF-funded research), and points to opportunities for future interventions and studies.	Action Plan	☐	☐	☐	

Accomplished by:

_____
Research Coordinator

Quality Control Checklist for Completed Basic Research

INFORMATION SHEET

Instructions: Write N/A in the fields if information is Not Applicable. Ensure that the information indicated in this checklist is properly filled out.

Research Title: _____

Funding Year: _____

Region: _____

Schools Division Office: _____

School and/or Functional
Division Conducted: _____

Author/s
[Lead Proponent]

Name: _____

Position: _____

Contact Details: _____

[Author 2]

Name: _____

Position: _____

Contact Details: _____

[Author 3]

Name: _____

Position: _____

Contact details: _____

SCORE SHEET

Instructions: Fill out the fields below based on the results of the evaluation of the research report. For research for acceptance, check the "Accept" box only if the completed research has received **ALL** Fully Evident "FE" marks; check the "Return to Proponent" box otherwise. For research for archiving, check the "General public disclosure" box only if the completed research has received **ALL** "FE" marks and does not fall under the category of research for limited public disclosure; check the "Limited Public Disclosure" box otherwise.

Date of
Evaluation: _____

No. of Times Evaluated
(including this one):

☐ 1st   ☐ 3rd

☐ 2nd   ☐ Other: _____

DECISION:

(c) For Acceptance:	☐	**ACCEPT**	☐	**RETURN TO PROPONENT**
(d) For Archiving:	☐	**GENERAL PUBLIC DISCLOSURE**	☐	**LIMITED PUBLIC DISCLOSURE**

	Full Score	NE (Not Evident)	PE (Partially Evident)	FE (Fully Evident)
Credible	6			
Contributory	5			
Communicable	2			
Conforming	3			
TOTAL	16			

COMMENTS:	The research is recommended for acceptance by the RRC and uploading to the E-*Saliksik* portal.

Prepared by: **Approved by:**

Research Coordinator   SGOD Chief

QUALITY CONTROL CHECKLIST
Completed Basic Research

Directions: Put a check (☐) mark in the box under the appropriate column (**NE** = "not evident"; **PE** = "partially evident"; and **FE** = "fully evident") if the conditions indicated in each criterion below were satisfied by the completed basic research report. Consult the **Instruction Guide for Evaluators** for additional guidance in evaluating each criterion. (**IMPORTANT:** The completed basic research **must receive all FE marks** to be eligible for acceptance.)

A. Credible
   The completed basic research...

No.	Criterion	Relevant Sections	NE	PE	FE	Remarks
1	Participates in a scholarly and/or policy discussion by citing relevant theories and/or studies.	Check entire paper but especially the Literature Review	☐	☐	☐	
2	Utilizes a research design that is correct and appropriate for the research questions and context.	Research Methodology	☐	☐	☐	
3	Describes the chosen research design and resulting research processes in a manner that is understandable to other researchers conducting similar work.	Research Methodology	☐	☐	☐	
4	Is written in a way that is indicative of coherent research planning.	Whole paper	☐	☐	☐	
5	Uses quantitative (statistical) and/or qualitative (thematic / content analysis, process tracing) tools that are appropriate to the research question and design to analyze data.	Research Methodology	☐	☐	☐	
6	Presents its findings in a manner that is accurate and in line with the results of its data analysis and is situated with the reviewed and cited literature and studies	Literature Review, but also watch for literature cited in other parts of the report	☐	☐	☐	

B. Contributory
The completed basic research...

No.	Criterion	Relevant Sections	NE	PE	FE	Remarks
7	Addresses issues and challenges that are interesting, novel, and current to the group being studied.	Introduction of the Research and Research Questions	☐	☐	☐	
8	Reports results that can be utilized by at least one of the following groups: decision-makers, practitioners, and members of the group being studied.	Discussion of Results and Recommendations but also watch for findings cited in the Abstract, and Introduction	☐	☐	☐	
9	Reports new results, knowledge, and/or conclusions that are falsifiable.	Discussion of Results and Recommendations but also watch for findings cited in the Abstract, and Introduction	☐	☐	☐	
10	Reports results or findings that are applicable to a broader population, and/or useful in contexts other than the one studied.	Discussion of Results and Recommendations but also watch for findings cited in the Abstract, and Introduction	☐	☐	☐	
11	Contributes to theory and/or the knowledge base for enhancing future practice.	Discussion of Results and Recommendations but also watch for findings cited in the Abstract, and Introduction	☐	☐	☐	

C. Communicable
The completed basic research...

No.	Criterion	Relevant Sections	NE	PE	FE	Remarks
12	Documents the research process and results in accordance with the prescribed rules.	Whole paper	☐	☐	☐	
13	Utilizes language that is appropriate and understandable to the group being studied.	Whole paper	☐	☐	☐	

D. Conforming
The completed basic research...

No.	Criterion	Relevant Sections	NE	PE	FE	Remarks
14	Cites and acknowledges sources per the guidelines of ONLY one style guide, whether required by another authority or chosen by the researcher, throughout the research paper.	Whole paper	☐	☐	☐	
15	Secures the free, prior, and informed assent/consent of research participants (and their parents/legal guardians if the participants are children).	Research Methodology; Also check consent forms in supporting documents	☐	☐	☐	
16	Includes a clear and feasible advocacy plan (only for BERF-funded research), a discussion of recommendations for future research, and a set of policy and/or program recommendations.	Dissemination and Advocacy Plans	☐	☐	☐	

Accomplished by:

_____

Research Coordinator