



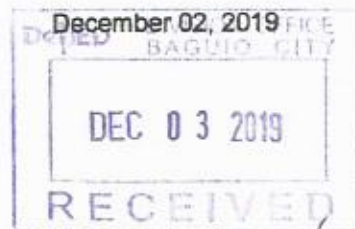
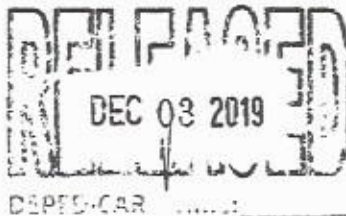
Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

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REGIONAL MEMORANDUM

No. 439.2019



CALL FOR SUBMISSION OF RESEARCH PROPOSALS FOR THE 2020 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

- 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 2020 Basic Education Research Fund (BERF) on or before **January 10, 2020** with the following requirements completely filled out in four (4) sets in an A4 brown folder:
 - Indorsement from the Schools Division Office / DRREC
 - Application form and endorsement of immediate supervisor (Enclosure 1)
 - Anti-plagiarism and absence of conflict of interest declarations (Enclosure 2)
 - Research Proposal (Enclosure 3 / Templates)
 - Cost estimates – signed and checked by the SEPS of Planning and Research Unit
- The funding will be on first come first serve basis based on approved proposals. It is understood that all proposals submitted were thoroughly reviewed and screened by the Division Research Review and Evaluation Committees (DRREC).
- All qualified proponents will be notified for technical assistance / coaching and orientation prior to approval of their research proposals.
- For more inquiries, please contact the Policy, Planning, and Research Division (PPRD) at telephone no. 422-9590 or thru email address pprdberf.depedcar@gmail.com.
- Immediate and wide dissemination of this Memorandum is desired.


MAY B. ECLAR PhD, CESO V
Regional Director

Enclosures: as stated
PPRD/PDE/cdp

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 <u>only one</u>) <input type="radio"/> National <input type="radio"/> Region <input type="radio"/> Schools Division <input type="radio"/> District <input type="radio"/> School (check <u>only one</u>) <input type="radio"/> Action Research <input type="radio"/> Basic Research	RESEARCH AGENDA CATEGORY (check <u>only one</u> 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 <u>up to one</u> 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:
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, _____, 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: _____

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

REQUIREMENTS FOR RESEARCH PAPERS

Font style – Arial

Font size – 11

Spacing – double space

Paper size – A4

Margins – Normal (1 inch in all sides)

Folder – A4 brown folder, fastener

Pagination – Upper – right corner

- Titles – center
- Alignment - Left

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

Basic Research Proposal	Action Research Proposal
<ul style="list-style-type: none"> • Title Page • Table of Contents <p>Introduction and Rationale</p> <p>Literature Review</p> <p>Research Questions</p> <p>Scope and Limitations</p> <p>Research Methodology</p> <p style="padding-left: 20px;">Research Design</p> <p style="padding-left: 20px;">Sampling</p> <p style="padding-left: 20px;">Data Collection</p> <p style="padding-left: 20px;">Plan for Data Analysis</p> <p style="padding-left: 20px;">Ethical Issues</p> <p>Timetable/Gantt Chart</p> <p>Cost Estimates (with name and signature)</p> <p>Plan for Dissemination and Advocacy</p> <p>References</p> <p>Appendices (letters, data gathering tool/s ex. questionnaires, etc.)</p>	<ul style="list-style-type: none"> • Title Page • Table of Contents <p>Context and Rationale</p> <p>Action Research Questions</p> <p>Proposed Innovation, Intervention and Strategy</p> <p>Action Research Methods</p> <p style="padding-left: 20px;">Research Design</p> <p style="padding-left: 20px;">Participants and/or other Sources of Data and Information</p> <p style="padding-left: 20px;">Data Gathering Methods</p> <p style="padding-left: 20px;">Data Analysis Plan</p> <p style="padding-left: 20px;">Ethical Issues</p> <p>Action Research Work Plan and Timelines</p> <p>Cost Estimates (with name and signature)</p> <p>Plan for Dissemination and Utilization</p> <p>References</p> <p>Appendices (letters, consent and assent form, IIMs, pretest, posttest, etc)</p>

Sample of Cost Estimates

COST ESTIMATES

A. Supplies and Materials					
Activity	Item	Unit	Quantity	Estimated Cost	Total
Implementation of the study and Preparation of Research Papers, Instructional Materials/Worksheets, and other documents	A4 Bond Paper	ream	10	210.00	2,100.00
	A4 Folder Tagboard with fastener	pc	20	10.00	200.00
	Printer Ink Black	bottle	5	300.00	1,500.00
	Printer Ink Cyan	bottle	2	300.00	600.00
	Printer Ink Magenta	bottle	2	300.00	600.00
	Printer Ink Yellow	bottle	2	300.00	600.00
B. Domestic Travel Expenses					
Coaching and Orientation	MCNHS to bus terminal to Baguio to RO	Back 2 Form	1	2,200.00	2,200.00
Submission of deliverables					0.00
	1st deliverables		1	2,200.00	2,200.00
	2nd deliverables		1	2,200.00	2,200.00
	3rd deliverables		1		0.00
Validation of Instruments	MCNHS to Luna NHS to SDO to KSU		1		0.00
Reliability / piloting of Instruments	MCNHS to Luna NHS		1		0.00
Gathering of data	MCNHS to CNHS		2		0.00
	MCNHS to Halaya HS to RS HS		2		0.00
C. Food and other incurred expenses during the conduct of research					0.00
Coaching and Orientation	Marag ES, Luna Apayao to RO	meal/s	2	180.00	380.00
Submission of deliverables					
	1st deliverables	meal/s	2	180.00	360.00
	2nd deliverables	meal/s	2	180.00	360.00
	3rd deliverables	meal/s	2	180.00	360.00
Validation of Instruments	MCNHS to Luna NHS to SDO to KSU		1	180.00	180.00
Reliability / piloting of Instruments	MCNHS to Luna NHS		1	180.00	180.00
Gathering of data	MCNHS to CNHS		2	180.00	360.00
	MCNHS to Halaya HS to RS HS		2		
D. Reproduction, Printing, and Binding Cost					0.00
Photocopy of questionnaire /worksheets / pretest	7 pages x 1 peso	set	200	7.00	1,400.00
E. Communication Expenses					
					0.00
During Implimentation and Preparation of Research papers and other documents	Cellphone Load		3	300.00	900.00
	Internet Load		3	300.00	900.00
F. Other Expenses					
					0.00
Coaching and Orientation	Accomodation		1	900.00	900.00
					18,460.00

Prepared by:

JUAN DELA CRUZ
Researcher

Name and Signature