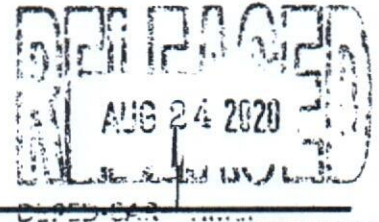




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



Office of the Regional Director

August 24, 2020

REGIONAL MEMORANDUM  
 No. 250 . 2020

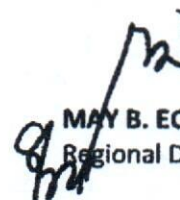
**2<sup>nd</sup> Call for Submission of Research Proposals for Funding under Basic Education Research Fund (BERF)**

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 online submission of research proposals for funding under the FY 2020 BERF on or before **September 25, 2020**. It is understood that all proposals submitted were thoroughly reviewed and screened by the Division Research Review and Evaluation Committees (DRREC) and **can be conducted this time of pandemic**.
2. The research proposals to be submitted shall have the following required attachments:
  - i. **Indorsement** from the Schools Division Office / DRREC (PDF/scanned copy)
  - ii. **Application form and endorsement of Immediate Supervisor** (Enclosure 1) (PDF/scanned copy)
  - iii. **Anti-plagiarism and Absence of Conflict of Interest Declarations** (Enclosure 2) (PDF/scanned copy)
  - iv. **Copy of the evaluation and approval from DRREC** (PDF/scanned copy)
  - v. **Research Proposal** (Enclosure 3 / Template) (MS Word format - 1 document only, Title page to Appendices)

The absence of one of the required documents or not filled out forms will cause its disapproval and shall be returned immediately without undergoing initial assessment.

3. Original signed documents shall be kept by proponents for future reference.
4. All proponents of approved proposals will be notified for coaching and orientation.
5. For any clarifications and inquiries, please contact the Policy, Planning, and Research Division (PPRD) at telephone no. 422-1318 or thru email address [pprdberf.depedcar@gmail.com](mailto:pprdberf.depedcar@gmail.com).
6. Immediate and wide dissemination of this Memorandum is directed.

  
**MAY B. ECLAR PhD, CESO V**  
 Regional Director

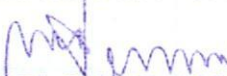
PPRD/PDE/cpp



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To: All School Administrators, Principals & Teachers In-Charge  
 (Elementary & Secondary)  
 FOR YOUR INFORMATION & APPROPRIATE ACTION  
  
**MARIE CAROLYN B. VERANO, CESO VI**  
 Schools Division Superintendent

Research Proposal Application Form and Endorsement of Immediate Supervisor

**A. RESEARCH INFORMATION**

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

**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:		



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PROPOSER 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:				

PROPOSER 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 proposer/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: \_\_\_\_\_



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**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.<sup>1</sup>
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: \_\_\_\_\_

<sup>1</sup> 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" on the all sides.
- **Title page** – includes the title of the study, name/s of proponent, position, school / office, Schools Division Office

**STYLES AND FORMATTING**

- Font style – Arial
- Font size – 11
- Spacing – double space (except for tables)
- Paper size – A4
- Margins – Normal (1 inch in all sides)
- Folder – A4 brown folder, fastener
- Pagination – Upper – right corner
  - Titles – center
  - Alignment - Left

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

**RESEARCH PROPOSAL TEMPLATES**

**BASIC RESEARCH PROPOSAL**

**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.



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**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.

### **ACTION RESEARCH PROPOSAL**

**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.



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**Template for: Timetable / Gantt Chart and / Action Research Work Plan and Timelines**  
 (Milestone and Activities could be modified depending on the research, this is just an example.)

Milestone and Activities	Date (Week)																							
	June				July				August				September				October				November			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
<b>Milestone 1: Planning and Design</b>																								
Developing the tool/instrument/interview questions/observation guide																								
Seeking approval																								
<b>Milestone 2: Data Collection</b>																								
Piloting the tool/instrument/interview questions/observation guide																								
Conducting the survey/interview/observation																								
Milestone 3: Data Analysis	Date (Week)																							
	December				January 2020				February				March				April				May			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Cleaning the data/Transcribing/Translating																								
Interpreting the results																								
<b>Milestone 4: Completing the research paper</b>																								
Revising the proposal (particularly the Research Methodology into past tense)																								
Writing the Results and Discussion section																								
Writing the Conclusion and Implications																								
Reviewing/editing/proofreading																								
Submission of Final Report																								
<b>Milestone 5: Dissemination of final results</b>																								
Conducting forum with stakeholders (teachers, principals, students?)																								
Presenting in a conference																								



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