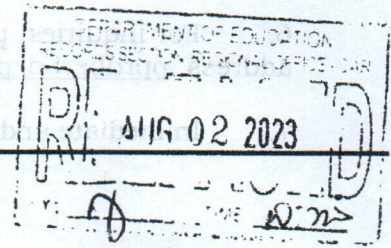


Research

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



**REGIONAL MEMORANDUM**

No. 421-2023

**2<sup>nd</sup> 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

1. 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 online submission of research proposals on or before **September 1, 2023**, through the email address [car@deped.gov.ph](mailto:car@deped.gov.ph). It is understood that all proposals submitted were thoroughly reviewed and screened by the Schools Division Research Committee (SDRC).

2. The research proposal in *MS Word* to be submitted should include a scanned copy of the following:

- a. Indorsement from the Schools Division Office (individual/group)
- b. **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)**
- c. Application form and endorsement of Immediate Supervisor (Enclosure 3)
- d. Anti-plagiarism and Absence of Conflict-of-Interest Declarations (Enclosure 4)

***There shall be only two documents from each proponent, one for the proposal and one for the scanned copies named using the format below:***

DELA CRUZ J. tabuk city action research proposal.docx  
DELA CRUZ J. tabuk city required documents.pdf

3. 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.

4. The target implementation of the research proposals shall be at least **October 2023** onwards giving ample time for evaluation and approval of the Regional Research Committee (RRC).

5. Proponents of evaluated proposals will be notified for coaching and/or orientation.



Address: Wangal, La Trinidad, Benguet, 2601  
Telephone No: (074) 422 - 1318 | Fax No.: (074) 422-4074  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)

DepEd-CAR: Weaver of HOPE and Transformation  
*"Holistic Opportunities for all to be Performing and Excellent  
Cordilleran Learners"*



6. For inquiries, please contact the PPRD at telephone no. 422-1318 or email address [pprdberf.depedcar@gmail.com](mailto:pprdberf.depedcar@gmail.com).

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

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

Encl.: As stated  
PPRD/GCD/PPP 31 July 2023

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

1. Relative to Dept. Order No. 10, s. 2017 entitled "Research Management Guidelines," this Office through the Policy Planning and Research Division (PPRD) calls for the online submission of research proposals on or before September 1, 2023 through the email address [pprdberf.depedcar@gmail.com](mailto:pprdberf.depedcar@gmail.com). It is understood that all proposals submitted were thoroughly reviewed and screened by the Schools Division Research Committee (SDRC).

2. The research proposal in MS Word to be submitted should include a scanned copy of the following:

- a. Endorsement from the Schools Division Office (individual/group)
- b. Evaluation checklist for author/lead research proposal signed by the Division Research Coordinator and Chairman of the SDRC shall be attached to the proposal (Enclosures 1 & 2)
- c. Application form and endorsement of immediate supervisor (Enclosure 3)
- d. Anti-plagiarism and Absence of Conflict-of-Interest Declaration (Enclosure 4)

There shall be only two documents from each proponent one for the proposal and one for the scanned copies named using the format below:

DELA CRUZ J. [school city action research proposal].docx  
DELA CRUZ J. [school city required documents].pdf

3. The absence of one or 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.

4. The target implementation of the research proposals shall be at least October 2023 onwards giving ample time for evaluation and approval of the Regional Research Committee (RRC).

5. Proponents of evaluated proposals will be notified for coaching and/or orientation.





**EVALUATION CHECKLIST - ACTION RESEARCH PROPOSAL**

Key Elements	Evident	NOT Evident	Remarks (Comment/Suggestion)
<b>Context and Rationale</b>			
- General situation/ description of the context of the problem identified.			
- Importance			
- Aim			
- Related Studies			
- Potential Contribution			
<b>Action Research Question</b>			
- General aim			
- Specific questions			
<b>Proposed Innovation, Intervention, and Strategy</b>			
<b>What is the intervention?</b> -supported by theory, related studies... -Discussion shows the appropriateness of the intervention to address the problem. -Present what is new/modified			
<b>Discuss the implementation of the intervention.</b> - procedures (activities, time frame) -presents the role of the participants (researcher/ s, learners, parents, etc)			
<b>Research Methodology</b>			
<b>Research Design</b> - Appropriateness			
<b>Participants and/or Other Sources of Data and Information</b>			
- Who are the population/ participant?			
- Why choose these population/ samples			
- How many?			
- How did you select them? - sampling technique			
<b>Data Gathering Methods</b>			
- What tool is to be used? Content aligned with the research question.			
- Validation			
- Reliability test			
- Process/ procedure in collecting data			
<b>Data Analysis Plan</b>			
- 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.			
<b>Ethical Issues</b>			
- Permission from management			
- Voluntary participation			
- Informed consent			
- Anonymity			
- Confidentiality			
- Potential harm			
- Results communication			



<p><b>Action Research Work Plan and Timelines</b></p> <ul style="list-style-type: none"> <li>- sensible timeline indicating plans from commencement right through to submission.</li> <li>- major milestones with specific activities</li> </ul>			
<p><b>Cost Estimates</b></p> <ul style="list-style-type: none"> <li>- follow the accounting and auditing rules</li> </ul>			
<p><b>Plans for Dissemination and Utilization</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Indicate utilization of research/findings</li> </ul>			
<p><b>References</b></p> <p>APA 7<sup>th</sup> edition</p>			
<p><b>Appendices</b></p>			
<ul style="list-style-type: none"> <li>- Sample of activities/worksheets</li> </ul>			
<ul style="list-style-type: none"> <li>- data collection instrument</li> </ul>			
<ul style="list-style-type: none"> <li>- letter/s to management</li> </ul>			
<ul style="list-style-type: none"> <li>- consent form</li> </ul>			
<ul style="list-style-type: none"> <li>- assent form</li> </ul>			
<p>Others: Specify</p>			

Remarks:

For revision: \_\_\_\_\_

For approval: \_\_\_\_\_ (All key elements are evident.)

Note:

\_\_\_\_\_

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

\_\_\_\_\_  
**Division Research Coordinator**

Date: \_\_\_\_\_

\_\_\_\_\_  
**SDRC Chairman**

Date: \_\_\_\_\_



**EVALUATION CHECKLIST - BASIC RESEARCH PROPOSAL**

Key Elements	Evident	NOT Evident	Remarks (Comment/Suggestion)
<b>Introduction and Rationale</b>			
- General situation			
- Importance			
- Aim			
- Related Studies			
- Research Gap (literature)			
- Potential Contribution			
<b>Literature Review</b>			
- Aligned with the research question (variables)			
- theoretical/conceptual framework			
<b>Research Questions</b>			
- General aim			
- Specific questions			
<b>Scope and limitation</b>			
- Scope			
- Limitation /s			
<i>Methodological limitation</i>			
<i>Data interpretation</i>			
<i>Scope of the study</i>			
<b>Research Methodology</b>			
<b>Research Design</b>			
- Appropriateness			
<b>Population and/or Sampling</b>			
- Who are the population/ participant?			
- Why choose these population/ samples			
- How many?			
- How did you select them? - sampling technique			
<b>Data Collection</b>			
- What tool is to be used? Content aligned with the research question.			
- Validation			
- Reliability test			
- Process/ procedure in collecting data			
<b>Plan for Data Analysis</b>			
- 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.			
<b>Ethical Issues</b>			
- Permission from management			
- Voluntary participation			
- Informed consent			
- Anonymity			
- Confidentiality			
- Potential harm			
- Results communication			



<p><b>Timetable / Gantt Chart</b></p> <ul style="list-style-type: none"> <li>- sensible timeline indicating plans from commencement right through to submission.</li> <li>- major milestones with specific activities</li> </ul>			
<p><b>Cost Estimates</b></p> <ul style="list-style-type: none"> <li>- follow the accounting and auditing rules</li> </ul>			
<p><b>Plans for Dissemination and Advocacy</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Indicate utilization of research/findings</li> </ul>			
<p><b>References</b></p> <p>APA 7<sup>th</sup> edition</p>			
<p><b>Appendices</b></p> <ul style="list-style-type: none"> <li>- data collection instrument</li> <li>- letter/s to management</li> <li>- consent form</li> <li>- assent form</li> </ul>			
<p>Others: Specify</p>			

Remarks:

For revision: \_\_\_\_\_

For approval: \_\_\_\_\_ (All key elements are evident.)

Note:

\_\_\_\_\_

\_\_\_\_\_

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**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. 421-2023**

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 only one)</b> <input type="radio"/> National <input type="radio"/> Region <input type="radio"/> Schools Division <input type="radio"/> District <input type="radio"/> School  <b>(check only one)</b> <input type="radio"/> Action Research <input type="radio"/> Basic Research	<b>RESEARCH AGENDA CATEGORY (check only one 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 up to one 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>
BERF	
<b>TOTAL AMOUNT</b>	

**B. PROPONENT INFORMATION**

LEAD PROPONENT / INDIVIDUAL PROPONENT

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



PROPONENT 2

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

PROPONENT 3

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

**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 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.

PROPONENT: \_\_\_\_\_

Name and 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: \_\_\_\_\_

Name and Signature

DATE: \_\_\_\_\_

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