



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

18 January 2021

DIVISION MEMORANDUM
DM No. 014, s. 2020

**CALL FOR RESEARCH PROPOSAL FOR THE SIXTH CYCLE OF
BASIC EDUCATION RESEARCH FUND (BERF)**

To: OIC-Assistant Schools Division Superintendents, SGOD Chief, CID Chief, Education Program Supervisors and Specialists, Public Schools District Supervisors, School Heads, District Coordinators, Teacher-Researchers and All Others Concerned

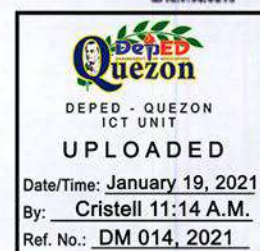
1. In reference with **Regional Memorandum DepEd-4A-07-RM-21-9** announcing the call for the submission of **Basic Education Research Fund, 6th Cycle**, this Office extends to the field this information.
2. This call is anchored with **DepEd Order No. 43 s. 2015** on the **Revised Guidelines for the Basic Education Research Fund (BERF)** and **DepEd Order No. 16, s. 2017**, otherwise known as the **Research Management Guidelines** which aims to promote the culture of research and to improve support mechanism as funding, partnerships and capacity building to improve the fund-sourcing mechanisms and reinforces the link of research to education processes through research dissemination, utilization and advocacy.
3. The deadline for submission of research proposals will be on **February 10, 2021**. Prior to the submission to the Division Office, the research proposal shall undergo screening by the **District Research Committee** and will be formally endorsed by the Public Schools District Supervisor to the Planning and Research Section through the District/School Liaison Officer. All research proposals shall be submitted using the template required by the Regional Office,

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
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- and shall be submitted in two (2) copies. (please refer to the link as stated in the attached Regional Memorandum)
4. The **Schools Division Research Committee** (please see the attached list) will convene on **February 12, 2021** to review the submitted research proposals for technical assistance provision. After revision, all research proposals will be submitted to the PAR Section at **sdo.quezon.research@deped.gov.ph**
 5. Attached is the Regional Memorandum for the general guidelines for the Sixth Cycle BERF Implementation.
 6. Immediate and widest dissemination of this Memorandum is desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

pargca01/18/2021

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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



January 6, 2021

Regional Memorandum**ANNOUNCING THE CALL FOR RESEARCH PROPOSALS FOR THE SIXTH CYCLE OF
BASIC EDUCATION RESEARCH FUND (BERF)**

To **Schools Division Superintendents**
Functional Division Chiefs

1. With reference to DepEd Order No. 43, s. 2015 on the Revised Guidelines for the Basic Education Research Fund (BERF) and DepEd Order No. 16, s. 2017, otherwise known as the Research Management Guidelines (RMG) that aim to promote the culture of research and to improve support mechanisms for research such as funding, partnerships, and capacity building and improve the fund-sourcing mechanisms, and reinforce the link of research to education processes through research dissemination, utilization, and advocacy respectively, this office through the Policy, Planning and Research Division (PPRD) hereby calls for the 6th cycle BERF research proposals.
2. Deadline of submission of research proposals will be on February 19, 2021 through this link <http://bit.ly/R4a6thCycleBERFProposals>. The link can only be accessed by the Senior Education Program Specialists for Planning and Research (SEPS-PR). Please use this format: name/division/research theme. Example: Juan Dela Cruz/Rizal/Teaching and Learning
3. Attached are the general guidelines and the flowchart of research proposal submission for reference and guidance.
4. For inquiries and clarifications, please contact Jumar M. Sadsad at jumar.sadsad@deped.gov.ph or (02) 8682-5773 loc. 470.
5. Wide and immediate dissemination of this memorandum is desired.

WILFREDO E. CABRAL
Regional Director

11/6/21

pprd/jms

**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

Trunkline: 02-8682-5773/8684-4914/8647-7487

Website: depedcalabarzon.phDocument Inquiry : <https://r4a-teadoc.com/inquire>

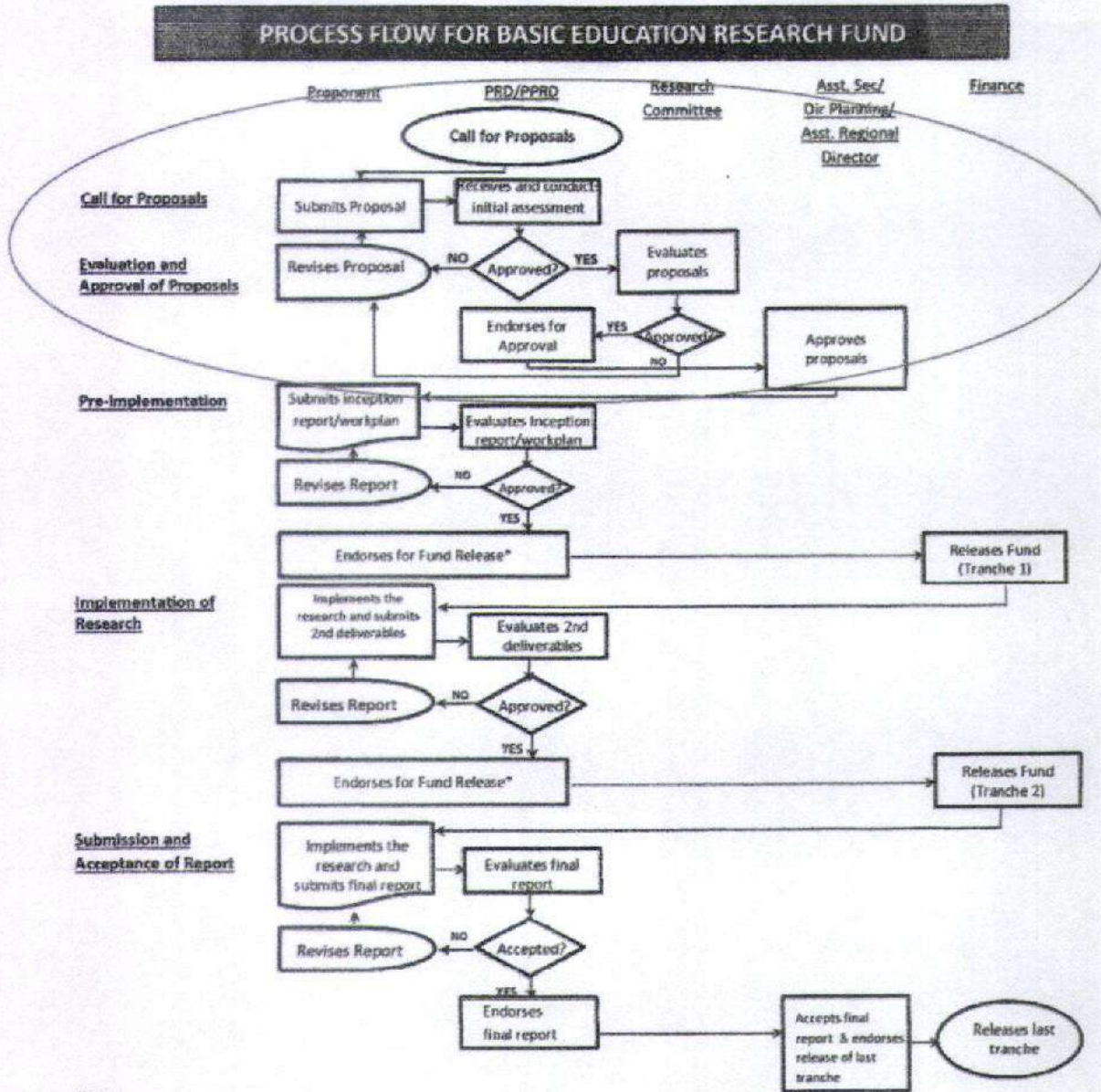
General Guidelines for the Fifth Cycle BERF Implementation

1. The Regional Research Committee (RRC) is mandated to manage research initiatives at the regional level based on the Research Management Guidelines (RMG), and is responsible to provide directions on research initiatives through the national and local Basic Education Research Agenda, and other identified priority research areas in the region. The Regional Office shall release a memorandum announcing the Call for Submission of Research Proposals to the respective Schools Division Offices.
2. The Schools Division Superintendents through their Schools Division Research Committees (SDRC) spearhead the dissemination and provide the proper direction among research proponents on the submission and of the research proposals. A technical panel composed of members of the RRC, SDRC, Regional Pool of Research Reviewers (RPRR) and Regional Research Ethics Committee (RREC) created to facilitate the review of the proposals.
3. Interested researchers must prepare their research proposals based on the format in Research Management Guidelines (DO 16, s. 2017). Downloadable templates are available through <http://bit.ly/R4aBERFTemplates2021>.
 - 3.1 Research Application Form
 - 3.2 Action Research Proposal Template
 - 3.3 Basic Research Proposal Template
 - 3.4 Declaration of Anti-Plagiarism
 - 3.5 Declaration of Absence of Conflict of Interest
 - 3.6 Cost Estimates Approval Form
4. Researchers must submit a 10-12-paged research proposal (soft copy) to the Schools Division Offices c/o Schools Division Research Committee (SDRC) Secretariat on or before February 10, 2021.
5. The research proposals will be evaluated using the following criteria:
 - (a) alignment to the research thrust of the Department which specifically focuses on the issues and effectiveness of the Region IV-A PIVOT Basic Education Learning Continuity Plan or BE-LCP;
 - (b) practicability and feasibility of the cost estimates and timeline/Gantt chart;
 - (c) capability of the proponent to conduct the study;
 - (d) clarity, importance, precise outputs and impacts of the study;
 - (e) comprehensive, rigorous and results bound methodology.
6. The Schools Division Research Committee (SDRC) likewise reviews and ensures that the proposed research proposals are aligned with the research thrusts of the Department of Education.
7. Once approved, the Regional Office issues a memorandum with the name of the proponents, research title, and schools division for a virtual research proposal presentation.

8. The proponent is required to present his/her study virtually to the selected technical panel of experts. The purpose of such proposal presentation is to provide technical assistance to the proponents in conducting the researches.
9. Proponents of the research must follow guidelines set by the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID) and the Department of Health (DOH) in the conduct of the study. As much as possible, all data gathering procedures must be conducted remotely. Should the researcher opted to make use face to face interaction for gathering data, he/she and her selected respondents must be fully aware of the risk classification of the research setting and follow local government issuances and guidelines pertinent to promotion of health and safety within the locality. If allowed, he/she together with the selected respondent/s must exercise wearing masks and proper social distancing measures as necessitated.
10. The proponent/s will be given six (6) months (for action research) and one (1) year (for basic research) to conduct the study, after which, it will be presented again to the same technical panel for the final review.
11. The proponent is required to submit a full paper to the Regional Office thru the Policy, Planning, and Research Division. The PPRD then convene the Regional Research Committee (RRC), Regional Pool of Research Reviewers (RPRR) and Regional Research Ethics Committee (RREC) to ensure that the full papers conform to the standards to be endorsed to the National Research Committee/Central Office.

FLOWCHART OF RESEARCH PROPOSAL SUBMISSION

The procedures for the submission, evaluation, and approval of proposals, and release of fund are described in the following flowchart:



Notes:
 CO proponent may directly request for fund release from Budget Division
 Action research requires only two (2) tranches of fund release
 External research institutions will have four (4) tranches of fund release
 The timeframe for the approval process is 30 days for PPRD-NO and two months for PRD-CO assuming there are no questions