



DepEd – DIVISION OF QUEZON

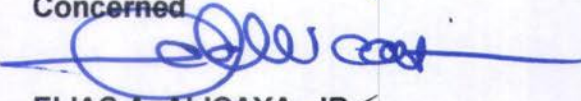
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UNNUMBERED MEMORANDUM

TO: OIC- Assistant Schools Division Superintendents, SGOD and Chiefs CID, Education Program Supervisors and Specialists, Public Schools District Supervisors, School Heads, Elementary and Secondary Teachers, All Others Concerned



FROM: ELIAS A. ALICAYA, JR.
Asst. Schools Division Superintendent

SUBJECT: CALL FOR THE FIFTH CYCLE OF BASIC EDUCATION RESEARCH FUND (BERF)

DATE : August 4, 2020

In reference with Regional Memorandum No. 363, announcing the call for the submission of Basic Education Research Fund 5th Cycle, this Office extends to the field this information.

This call is in reference 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(RMG) which aims to promote the culture of research and to improve support mechanisms for research such 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.

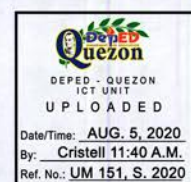
The deadline of submission of research proposals will be on September 23, 2020 at pprd.calabarzon@deped.gov.ph. Please use this format for the subject in the email, name/division/thematic area. Example: Gilbert Alva/Quezon/Governance. Furthermore, researchers are encouraged to submit their research to SGOD - Planning and Research Section at sdo.quezon.research@deped.gov.ph for appropriate Technical Assistance prior to submission to the Regional Office.

Attached is the Regional Memorandum for the general guidelines and the flowchart of research proposal submission for reference and guidance.

Wide and immediate dissemination of this Memorandum is desired.

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General Guidelines for the Fifth Cycle BERF Implementation

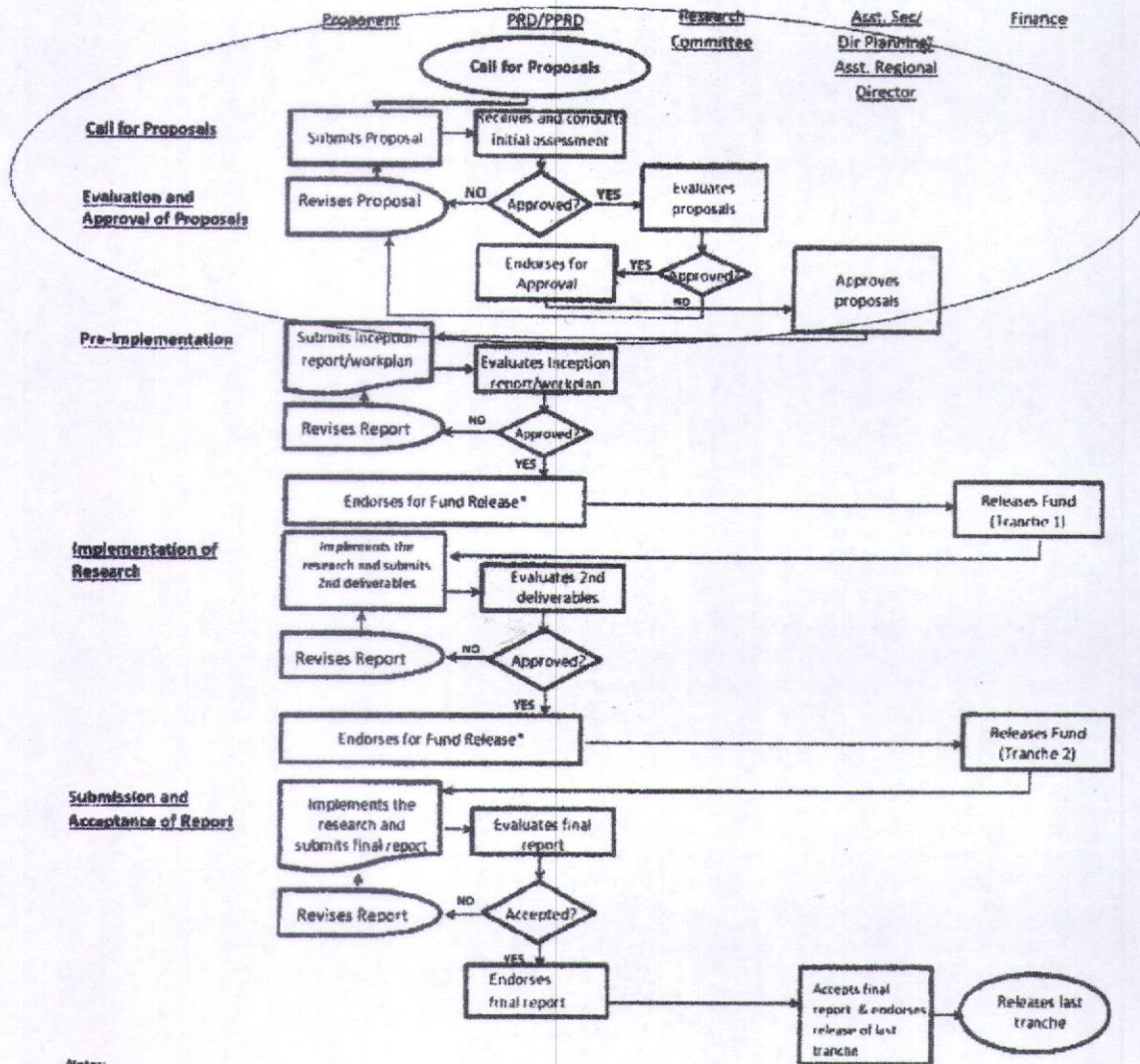
1. The Regional Research Committee (RRC) is mandated to manage research initiatives at the regional level based on the Research Management Guidelines (RMG), and is responsible to provide directions on research initiatives through the national and local Basic Education Research Agenda, and other identified 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/R4aBERFTemplates2020>.
 - 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 September 10, 2020.
5. The research proposal should be in PDF format and the mode of submission of schools and divisions to the region is through electronic mail only.
6. 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.
7. 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.

8. 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.
9. 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.
10. 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.
11. 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.
12. The proponent is required to submit a full paper to the Regional Office thru the Policy, Planning, and Research Division. The PPRD then convenes 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:

PROCESS FLOW FOR BASIC EDUCATION RESEARCH FUND



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-RD and two months for PRD-CO assuming there are no questions