



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

September 24, 2024

DIVISION MEMORANDUM
 PRS-2024- 441

**CALL FOR SUBMISSION OF RESEARCH PROPOSALS FOR THE 2025
 BASIC EDUCATION RESEARCH FUND GRANT**

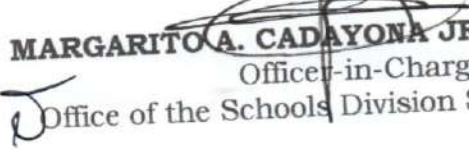
To : Assistant Schools Division Superintendent
 SGOD and CID Chiefs
 Education Program Supervisors
 Unit/Section Heads
 Public Elementary and Secondary School Heads
 All Others Concerned

1. In line with Regional Memorandum No. 1073, titled "Call for Submission of Approved Research Proposals for Fund Grant", this Office, through the Planning and Research Section, calls for the submission of research proposals for a possible 2025 Basic Education Research Fund (BERF) grant.
2. Relative to this, the following activities shall be undertaken:

Activities	Timeline
Submission of printed copies of research proposals to the Planning and Research Section (PRS)	September 25- October 4, 2024
Submission of electronic copies of research proposals to the PRS through the link: https://bit.ly/2025BERFProp	September 25- October 4, 2024
Online Appraisal of Research Proposals by the Schools Division Research Committee (SDRC)	October 7-10, 2024

3. In line with this, the research proposals officially endorsed by the District Learning Centers shall be submitted along with the following requirements:
 - a. Endorsement letter signed by the PSDS;
 - b. Research proposals following the minimum requirements as outlined in DepEd Order No. 16, s. 2017 and other requirements such as:
 - i. Application form and endorsement of immediate supervisor of the researcher;
 - ii. Declaration of anti-plagiarism; and
 - iii. Declaration of absence of conflict of interest.
4. In addition, the rubrics in Enclosure No. 1 shall be used by the Schools Division Research Committee (SDRC) for the appraisal of the research proposals.
5. For more information and other concerns, please contact Galina V. Panela, Senior Education Program Specialist of PRS, via email prs_calbayog@deped.gov.ph.

6. Immediate dissemination of and compliance with this Memorandum are desired.


MARGARITO A. CADAYONA JR. PhD, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

DEPED DIVISION OF CALBAYOG
RELEASED
DATE: SEP 25 2024
BY: 9/ 519
CALBAYOG CITY

Enclosure: As stated
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:
BERF RESEARCH PROPOSALS

SGOD-PRS-GVP

ANNEX 4.a: GUIDE FOR APPRAISING BASIC RESEARCH PROPOSALS

Major Criteria	Increasing Levels of Quality and their Descriptions			Score
	low		high	
Rationale of the Research 10 points	not described (no points)	The research proposal presents a general description of the topic or focus of inquiry. (5 points)	The educational relevance and timeliness of the research topic are shown. It explains the need to conduct research to understand a phenomenon, advance or validate knowledge, improve a situation, or address an issue / problem. (8 points)	The nature, extent and salience of the research topic are comprehensively discussed. Different aspects of the research setting are elaborated showing in depth and critical analysis of the situation. Policy implications, benefits and limitations of the study are stated. (10 points)
Research Questions 20 points	not stated (no points)	The research proposal has a stated aim, objective, or general research questions. (10 points)	The research questions specify the variables or the focus of inquiry. Key elements of the research questions are reflected in the title of the proposal. (15 points)	The research questions logically proceed from the context of the study. They are formulated to clearly show the extent and different angles of inquiry (ex: different variables of interest, relationships to be probed, geographical and temporal scope). (20 points)
Use of Related Literature and Proper Citation 10 points	not provided (no points)	The research proposal cites theories and/or previous studies related to the present research. Sources are properly acknowledged. (5 points)	Viewpoints and issues underlying the present research are discussed and synthesized. They are critically evaluated to identify inconsistencies or gaps in current knowledge or educational policy that the study intends to address. Constructs are defined and presented in a conceptual framework. Citation of literature sources is consistent. (10 points)	


		Increasing Levels of Quality and their Descriptions			Score
		low	↑ high		
Main Criteria	Sub-Criteria				
	Participants and/or other Sources of Data and Information (10)	not stated (no points)	The research proposal states the study's target participants and/or other sources of data and information (ex: divisions, districts, offices, schools, learners, teachers, parents, documents, secondary data, others) (5 points)	Details are provided about the target participants (ex: number, characteristics, sampling procedure, if any) and/or other sources of data and information. Clear rationale for their inclusion in the study is given. (10 points)	
	Data Gathering Method(s) and Research Instruments (10)	not described (no points)	The research proposal presents a general description of the methods to be employed for gathering data. (10 points)	Details of data gathering methods are provided: the specific kinds of data, how and when they will be collected. It describes any research instruments (ex: test, scale, survey questionnaire, checklist, interview guide) to be developed or adopted. (15 points)	The proposal explains why the data gathering methods are suited to the nature and purpose of the study. The data gathering methods are aligned with the research questions. Details about research instruments are presented such as their sources or how they will be developed and by whom, and their appropriateness for obtaining the desired kind of data / information. (20 points)
Research Methods (40 points)	Data Analysis Plan (10)	not stated (no points)	The research proposal presents a general description of how the gathered data / information will be analyzed. (5 points)	Details of the methods of data analysis are given. Techniques (ex: quantitative/statistical, qualitative, or both methods), as well as tools (ex: software) to be employed are specified. (8 points)	The selected methods of data analysis are shown to be appropriate to the nature of the data / information to be gathered and for addressing the research questions. (10 points)

Increasing Levels of Quality and their Descriptions		low	high	Score
Main Criteria	not included (no points)	The research proposal includes a list of major activities and their timelines. (5 points)	A detailed work plan is provided covering start to completion of the research. Timelines are realistic and show concretely how the research will unfold over the allowed period. The overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken. (10 points)	
Work Plan and Timelines 10 points	not included (no points)	The research proposal includes a list of major items and their estimated costs. The total cost is shown. (5 points)	A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the research, and adhere to BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that she or he will be accountable for. (10 points)	
Cost Estimates 10 points				Total Score
Remarks:				

ANNEX 4.b: GUIDE FOR APPRAISING ACTION RESEARCH PROPOSALS

		Increasing Levels of Quality and their Descriptions			high	Score
Main Criteria	Sub-Criteria	low	↑	high		
Rationale of the Action Research 30 points	Context (15)	not described (no points)	The action research proposal presents a general description of the problem or issue as its focus of inquiry. (8 points)	The educational relevance and timeliness of the problem or issue are shown. The need to conduct action research as a way to address or improve the situation is explained. (12 points)	The nature, extent and salience of the identified problem or issue are comprehensively discussed. Different aspects of the action research setting are elaborated showing in depth and critical analysis of the situation. (15 points)	
	Proposed Intervention/Innovation/Strategy (15)	not presented (no points)	The action research proposal mentions an intervention, innovation or strategy to be tried out to address the problem or issue. (8 points)	The proposal outlines when and where the intervention, innovation or strategy will be undertaken, and who will be involved. Activities to be undertaken are stated. (12 points)	The rationale, extent and limitation of the intervention, innovation or strategy are explained in detail. Its plausibility as a way to address the problem or issue is given support. (15 points)	
Action Research Question(s) 30 points		not stated (no points)	The action research proposal has a stated aim, objective, or general research question(s). (15 points)	The research question(s) specifies the action research variable(s) or the focus of inquiry. Key elements of the research question(s) are reflected in the title of the proposal. (25 points)	The research question(s) logically proceeds from the context of the inquiry. It clearly relates to the identified problem or issue, and conveys the desired change or improvement. (30 points)	

Increasing Levels of Quality and their Descriptions		low	high	Score
Main Criteria	Sub-Criteria	Participants and/or other Sources of Data and Information (10)	<p>The action research proposal states the target participants and/or other sources of data and information (ex: learners, teachers, documents, realia, learners' products, others) (5 points)</p> <p>Details are provided about the target participants (ex: number, characteristics, sampling procedure, if any) and/or other sources of data and information. Clear rationale for their inclusion in the study is given. (10 points)</p>	
		Data Gathering Method(s) (10)	<p>The action research proposal presents a general description of the method(s) to be employed for gathering data. (5 points)</p> <p>Details of the data gathering method(s) are provided: the specific kinds of data, how and when they will be collected (ex: pretest and posttest scores). Research instruments, if any, are described (ex: test, scale, survey questionnaire, checklist, interview guide, others). (8 points)</p> <p>The proposal explains why the selected data gathering method(s) is suited to the nature and purpose of the action research. The data gathering method(s) is aligned with the research question(s). Research instruments, if any, are appropriate for obtaining the desired kind of data / information. (10 points)</p>	
Action Research Methods		Data Analysis Plan (10)	<p>The action research proposal presents a general description of how the gathered data / information will be analyzed. (5 points)</p> <p>Details of the method(s) of data analysis are given. Techniques (ex: quantitative/statistical, qualitative, or both methods), as well as tools (ex: software) to be employed are specified. (8 points)</p> <p>The selected method of data analysis is shown to be appropriate to the nature of the data / information to be gathered and for addressing the research question(s). (10 points)</p>	
30 points				

Increasing Levels of Quality and their Descriptions		Score
		
Main Criteria		
Action Research Work Plan and Timelines 5 points	<p>not included (no points)</p> <p>The action research proposal includes a list of major activities and their timelines. (3 points)</p> <p>A detailed work plan is provided covering start to completion of the action research. Timelines are realistic and show concretely how the action research will unfold over the allowed period. The overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken. (5 points)</p>	
Cost Estimates 5 points	<p>not included (no points)</p> <p>The action research proposal includes a list of major items and their estimated costs. The total cost is shown. (3 points)</p> <p>A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the action research, and adhere to the BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that she or he be accountable for. (5 points)</p>	
Total Score		
Remarks:		