



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

October 6, 2026

DIVISION MEMORANDUM
PRS-2026- 474

**CALL FOR SUBMISSION OF RESEARCH PROPOSALS FOR THE
2027 BASIC EDUCATION RESEARCH FUND (BERF)**

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

1. In accordance with DepEd Order No. 16, s. 2017, titled Research Management Guidelines, this Office, through the Planning and Research Section (PRS), hereby invites the submission of research proposals for consideration for funding under the 2027 Basic Education Research Fund (BERF).

2. Relative to this, the following activities shall be undertaken:

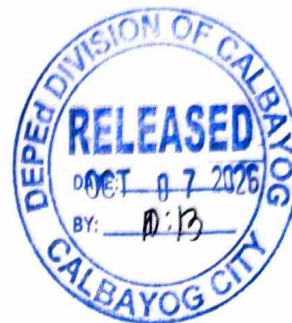
Activities	Timeline
Submission of electronic copies of research proposals and required attachments using the link and QR code below:  bit.ly/PRS2027BERF	October 6 to 26, 2026
Online Appraisal of Research Proposals by the Schools Division Research Committee (SDRC)	Oct. 27 to Nov. 10, 2026
Announcement of Shortlisted Research Proposals and Endorsement to the Regional Office	November 11 to 17, 2026

3. In line with this, researchers are advised to submit the minimum requirements as specified in DepEd Order No. 16, s. 2017. The necessary templates may be downloaded from **bit.ly/RMGTempCalbayog**.

- Endorsement letter signed by the immediate supervisor;
- Research proposal;
- Signed application form;
- Signed declaration of anti-plagiarism; and
- Signed declaration of absence of conflict of interest.

4. Furthermore, the rubrics in Enclosure No. 1 shall be utilized by the SDRC in appraising the submitted research proposals.
5. For inquiries or further clarification, you may contact Galina V. Pancela, SEPS-PRS, through email at galina.pancela@deped.gov.ph.
6. Immediate dissemination of and compliance with this Memorandum are desired.

JOEL A. ZARTIGA PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Enclosure: As stated
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:
2027 BERF RESEARCH

SGOD-PRS-GVP

Enclosure No. 1 of DM # _____, s. 2026

ACTION RESEARCH PROPOSAL APPRAISAL FORM

Research Proposal Title		School/Office	
Name of Researcher/s			

Main Criteria	Sub-Criteria	Low	High	Score
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 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 described (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 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 described (no points)	The action research proposal has a stated aim, objective, or general research question(s). (15 points)	The research question(s) logically proceeds from the context of the inquiry. It clearly relates to the inquiry. It clearly relates to the identified problem or issue, and conveys the desired change or improvement. (30 points)
			The research question(s) specifies the action research variables(s) or the focus of inquiry. Key elements of the research question(s) are reflected in the title of the proposal. (25 points)	
Action Research Methods 30 points	Participants and/or other Sources of Data and Information (10)	Not stated (no points)	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)	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) (10)	Not described (no points)	The action research proposal presents a general description of the method(s) to be employed for gathering data. (5 points)	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)

Data Analysis Plan (10)	Not stated (no points)	The action research proposal presents a general description of how the gathering data/information will be analyzed. (5 points)	Details of the method(s) of data analysis are given. Techniques (ex: quantitative/statistical, qualitative, or both method), as well as tools (ex: software) to be employed are specified. (8 points)	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)
Action Research Work Plan and Timelines 5 points	Not included (no points)	The action research proposal includes a list of major activities and their timeliness. (3 points)	A detailed work plan is provided covering start to completion of the action research. Timeliness 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)	
Cost Estimates 5 points	Not included (no points)	The action research proposal includes a list of major items and their estimated costs. The total cost is shown. (3 points)	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 BERP guidelines. The overall plan reflects the proponent's capacity to project specific expenses that she or he be accountable for. (5 points)	
Total Score				

Remarks:

Name of the Evaluator:

Signature:

Date:

BASIC RESEARCH PROPOSAL APPRAISAL FORM

Research Proposal Title Name of Researcher/s		School/Office		
Main	Sub- Criteria	Low	High	Score
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 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)	
	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)
Research Methods 40 points	Data Gathering Method(s) and research Instruments (20)	Not described (no points)	The research proposal presents a general description of the method to be employed for gathering data. (10 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)
	Data Analysis Plan (10)	Not described (no points)	The research proposal presents a general description of how the gathered data / information will be analyzed. (5 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)

Work Plan and Timelines 10 points	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)
Cost estimates 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 projects specific expenses that she or he will be accountable for. (10 points)
			Total Score

Remarks:

Name of the Evaluator:

Signature:

Date: