November 23, 2026

DIVISION MEMORANDUM
PRS-2026- 591

CALL FOR SUBMISSION OF RESEARCH PROPOSALS FOR THE 2027 NON-BASIC EDUCATION RESEARCH FUND (NON-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 the 2027** Non-Basic Education Research Fund (**Non-BERF**).

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

Activities	Timeline
Submission of electronic copies of non-BERF research proposals and required annexes through the link and QR code below: **bit.ly/RIMCalbayog**	November 23, 2026 to January 4, 2027
Initial screening of the non-BERF research proposal	January 5 to 8, 2027
Presentation and Evaluation of non-BERF Research Proposals by the Schools Division Research Committee (SDRC)	January 18 to 19, 2027
Announcement of Shortlisted non-BERF Research Proposals	January 25 to 26, 2027

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**.

a. Endorsement letter signed by the immediate supervisor;
b. Research proposal;
c. Signed application form;
d. Signed declaration of anti-plagiarism; and
e. 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. Panela, SEPS-PRS, through email at galina.panela@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

DEPED DIVISION OF CALBAYOG CITY
RELEASED
DATE: 3 NOV 2026
BY:

Enclosure: *As stated*
Reference: *As stated*

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

SGOD-PRS-GVP

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

ACTION RESEARCH PROPOSAL APPRAISAL FORM

Research Proposal Title

Name of Researcher/s **School/Office**

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 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 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 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 described ***(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 variables(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)***	
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)***	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)***	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 BERF 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* · · ·

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:	