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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

16 FEB 2023


DIVISION MEMORANDUM

No. 088 s. 2023

**SUBMISSION OF RESEARCH PROPOSALS FOR THE EIGHTH CYCLE OF BASIC
EDUCATION RESEARCH FUND (BERF)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors – Public Schools District Supervisors
School Heads, Public Elementary and Secondary
Unit Heads
All Others Concerned

1. In lieu of the Regional Memorandum No. 47 s, 2023 titled **CALL FOR RESEARCH PROPOSALS FOR THE 8th (EIGHTH) CYCLE OF BASIC EDUCATION RESEARCH FUND** and with reference to DepEd Order No. 16 s, 2017, **THE RESEARCH MANAGEMENT GUIDELINES (RMG)** and the Division Memorandum No. 015 s, 2023 titled **DIVISION RESEARCH AGENDA BASED FROM THE DIVISION EDUCATION DEVELOPMENT PLAN (DEDP) AND THE LEARNING RECOVERY PLAN (LRP)** this Office announces the submission of Research Proposals for the Eighth Cycle of Basic Education Research Fund (BERF).
2. 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/BERFTemplates2023>.
3. Herein, Enclosure 1 Schools Division Research Protocols and Enclosure 2 Schools Division Research Activities Relative to BERF 8th Cycle and Enclosure 3 Contextualized Checklist in Checking Research Proposals based from Annex 4.a. of D.O No. 16 s, 2017 titled Research Management Guidelines for your reference.
4. The Schools Division Research Protocols are in effect unless otherwise revised.
5. For more information or queries, you may contact the Division Research Focal at (+63) 908-1345495.
6. Immediate dissemination of and strict compliance to this Memorandum is desired.


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Schools Division Superintendent



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Enclosure I**Schools Division Research Protocols**

1. Crafting o Research Proposal/Full Paper based from the Schools Division Research Agenda.
2. Submission of the Research Proposal/Full Paper to the School Research Committee for the Initial Review.
3. Forwarding of the initial reviewed Research Proposal/Full Paper to the Division Research Secretariat with the attached accomplished Checklist in Checking Research Proposal.
4. Distribution of the submitted Research Proposal/Full Paper to the Schools Division Research Committee for Final Review.
5. Submission of the final reviewed Research Proposal/Full Paper to the Division Research Secretariat
6. Provision of technical assistance on the Research Proposal/Full Paper to the author for final revision.
7. Submission of the revised Research Proposal/Full Paper to the Schools Division Research Secretariat.
8. Issuance of Certificate of Acceptance of Research Proposal to researcher.
9. Submission of the Research Proposal/Full Paper to the Regional Research Conference Secretariat.



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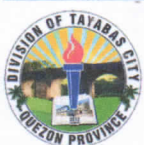


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Enclosure 2**Schools Division Research Activities Relative to BERF 8th Cycle**

Schools Division Research Activities	Timeline
1. Crafting of research proposals based from the Schools Division Research Agenda	January 13 – February 17, 2023
2. Submission of 10-12 paged Research Proposals to the SRC	February 17, 2023
3. Initial review of Research Proposals by the SRC	February 20 – 24, 2023
4. Submission of the initial reviewed Research Proposals to the SDRC Secretariat	February 27, 2023
5. Distribution of Research Proposals to the SDRC for final review and evaluation	February 27 to March 1, 2023
6. Returning of the final reviewed Research Proposals to the author thru the SDRC Secretariat	March 1, 2023
7. Provision for the finalization of Research Proposals by the author	March 1 – 2, 2023
8. Submission of final Research Proposals to the SDRC Secretariat	March 3, 2023
9. Submission of Research Proposals to BERF secretariat	March 3, 2023
Note: The proponent will be given six (6) months to submit a full paper to the Regional Office thru the Policy, Planning and Research Division	



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Enclosure 3

A. Contextualized Checklist in Checking Basic Research Proposals

Main Criteria	<div>Low<div>←</div><div>→</div>High</div>				Score
Rationale of the Study 10 points	No description	The research proposal presents a general description or focus of inquiry.	The educational relevance and timeliness of the 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.	The research proposal is aligned with the Division Research Agenda relative to the Four Pillars and strategies of the Division Education Development Plan and Learning Recovery Plan that is, Aguyod for Learning or to the Department research agenda such as teaching and learning, governance, child protection, human resource development, gender and development, inclusive education and DRRM. Different aspects of the topic are clearly elaborated showing in-depth understanding and critical analysis of the situation. The Policy implications, benefits and limitations of the study are clearly stated.	
	0 (zero)	5 points	8 points	10 points	



Research Questions 20 points	Not stated	The research proposal has a stated aim, objective or general research questions.	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	The research questions logically proceed from the context of the study. They are formulated to clearly show strength and different angles of inquiry. (ex. Different variables of interest, relationships to be probed, geographical and temporal scope.	
	0 (zero)	10 points	15 points	20 points	
Use of Related Literature 10 points	Not provided	The research proposal cites theories and/or previous studies related to the present research. Sources are properly acknowledged/cited.	Viewpoints and issues underlying the present research are discussed but not synthesized. They are critically evaluated to identify inconsistencies or gaps in current knowledge or educational policy that the research intends to address. Citation of literature sources are consistent.	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 research intends to address. Constructs are defined and presented in a conceptual framework. Citation of literature sources are consistent.	
	0 (zero)	5 points	8 points	10 points	

Research Methods 40 Points	<u>Participants and/or other Sources of Data and Information</u> are not clearly defined.	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).	The participants of the study are well defined but there is no clear rationale for their inclusion in the study.	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.	
	0 (zero)	5 points	8 points	10 points	
	<u>Data gathering methods and the research instruments</u> to be used are not described.	The research proposal presents a general description of the methods to be used for gathering data.	Details of data gathering method are provided: the specific kinds of data, how and when they will be collected. It describes any research instrument (ex. test, scale, survey questionnaire, FGD, checklist, interview guide, etc.) to be developed or adopted.	The proposal explains why the data gathering methods are suited to the nature and purpose of the study. Details about research instruments are presented (sources, how they will be developed and by whom, and their appropriateness for obtaining the desired kind of data/information.	
	0 (zero)	10 points	15 points	20 points	
	<u>Data analysis plan</u> is not stated.	The research proposal presents a general description of how the gathered data/information will be analyzed.	Details of the methods of data analysis are given. Techniques (quantitative/statistical, qualitative or mixed method) as well as tools (ex: software) to be employed are specified.	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.	
	0 (zero)	5 points	8 points	10 points	



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Work Plan and Timelines 10 points	Work Plan and Timelines not included. 0 (zero)	The research proposal includes a list of major activities and their timelines 5 points	A semi-detailed workplan is provided covering from the start to completion of the research. Timelines are defined how the research will unfold over the allowed period. There are clear steps to be undertaken by the researcher to finish the study. 8 points	A detailed workplan is provided covering from the 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	Cost estimates are not included. 0 (zero)	The research proposal includes a list of major items and their estimated costs. The total cost is shown. 5 points	There is a breakdown of items with their corresponding costs. Projection of expenses is accounted. 8 points	A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs other research and adhere to BERF Guidelines. The overall plan reflects the proponent's capacity to project expenses that she/he will be accountable for. 10 points	
Remarks					



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B. Checklist in Checking the Action Research Proposal

Main Criteria	Increasing Levels of Quality and their Description				Score
	Low			High	
	<p>The <u>context of the study</u> is not described</p> <p>0 (zero)</p>	<p>The action research proposal mentions an intervention, innovation or strategy to be used to address the problem or issue emerging from the DEDP and LRP</p> <p>8 points</p>	<p>The educational relevance and timeliness of the topic are shown. The need to conduct action research to address the issue or improve the situation (particularly learning acceleration) is explained.</p> <p>12 points</p>	<p>The action research proposal is aligned with the Division Research Agenda relative to the Four Pillars and strategies of the Division Education Development Plan and Learning Recovery Plan that is, Aguyod for Learning or to the Department research agenda such as teaching and learning, governance, child protection, human resource development, gender and development, inclusive education and DRRM. Different aspects of the topic are clearly elaborated showing in-depth understanding and critical analysis to improve the situation that is, recover learning losses and accelerate learning.</p> <p>15 points</p>	

	Proposed innovation, intervention/strategy is not presented	The action research proposal mentions an innovation, intervention/strategy to be tried out to address the issue/problem.	The proposal outlines when and where the intervention, innovation/strategy will be undertaken and who will be involved. Activities to be undertaken are stated.	The rationale, extent and limitation of the intervention, innovation/strategy are explained in detail. Its plausibility as a way to address the issue/problem is given support.	
	0 (zero)	8 points	12 points	15 points	
Action Research Questions 30 points	The AR questions are not stated	The research proposal has a stated aim, objective or general research questions.	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	The research questions logically proceed from the context of the study. They are formulated to clearly show strength and different angles of inquiry. (ex. Different variables of interest, relationships to be probed, geographical and temporal scope.	
	0 (zero)	10 points	15 points	20 points	
	<u>Participants and/or other Sources of Data and Information</u> are not clearly defined.	The 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.	The participants of the study are well defined but there is no clear rationale for their inclusion in the study.	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.	
	0 (zero)	5 points	8 points	10 points	

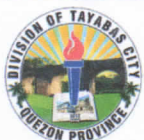
Research Methods 30 Points	<u>Data gathering methods and the research instruments</u> to be used are not described. 0 (zero)	The proposal presents a general description of the methods to be used for gathering data. 5 points	Details of data gathering method are provided: the specific kinds of data, how and when they will be collected (pretest and post-test scores). It describes any research instrument (ex. test, scale, survey questionnaire, fgd, checklist, interview guide, etc.) to be developed or adopted. 8 points	The proposal explains why the data gathering methods are suited to the nature and purpose of the study. Details about research instruments are presented (sources, how they will be developed and by whom, and their appropriateness for obtaining the desired kind of data/information). 10 points	
	<u>Data analysis plan</u> is not stated. 0 (zero)	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 (quantitative/statistical, qualitative or mixed method) 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	
Action research Work Plan and Timelines 5 points	Work Plan and Timelines not included. 0 (zero)	The research proposal includes a list of major activities and their timelines 1 point	A semi-detailed workplan is provided covering from the start to completion of the research. Timelines are defined how the research will unfold over the allowed period. There are clear steps to be undertaken by the researcher to finish the study. 3 points	A detailed workplan is provided covering from the 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. 5 points	

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<p>Cost Estimates</p> <p>5 points</p>	<p>Cost estimates are not included.</p> <p>0 (zero)</p>	<p>The research proposal includes a list of major items and their estimated costs. The total cost is shown.</p> <p>1 point</p>	<p>There is a breakdown of items with their corresponding costs. Projection of expenses is accounted.</p> <p>3 points</p>	<p>A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs other research and adhere to BERF Guidelines. The overall plan reflects the proponent's capacity to project expenses that she/he will be accountable for.</p> <p>5 points</p>	
<p>Remarks</p>					



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