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

17 FEB 2022

DIVISION MEMORANDUM
No. 105 s. 2022

**ANNOUNCING THE CALL FOR RESEARCH PROPOSALS FOR THE 7TH CYCLE
OF BASIC EDUCATION RESEARCH FUND (BERF)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Unit/Section
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. With reference to DepEd Order No. 16, s. 2017, otherwise known as the Research Management Guidelines (RMG), that aims to promote the culture of research and to improve support mechanisms for research such as funding, partnerships, and capacity building and improve the fund-sourcing mechanisms and reinforce the link of research to education processes through research dissemination, utilization, and advocacy, respectively, this office hereby disseminates RM 97, s. 2022 of the same title.
2. Furthermore, this office encourages all teaching, teaching-related, and non-teaching personnel to submit their respective research proposal/s, to the SDO, on or before **March 11, 2022**.
3. Each research folder, containing the following: Research Application Form, Action/Basic Research Proposal Template, Declaration of Anti-Plagiarism, Declaration of Absence of Conflict of Interest, and Cost Estimates Approval Form shall be uploaded through <https://tinyurl.com/7th-cycle-berf-proposals>, using the format name/division/research theme. **Juan Dela Cruz/Tayabas/DRRM**.
4. Said forms can be downloaded from <http://bit.ly/BERFTemplates2022>.
5. Attached is RM 97, s. 2022, for your guidance.
6. Wide dissemination and strict compliance of this Memorandum is desired.

GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Reference:

CSC MC No. 01, S. 2001

To be indicated in the Perpetual Index under the following subjects:
Planning and Research



Brgy. Poto, Tayabas City



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<https://depedtayabas.com/>



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
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1900 CAINTA, RIZAL



February 14, 2022

Regional Memorandum

**ANNOUNCING THE CALL FOR RESEARCH PROPOSALS FOR THE SEVENTH CYCLE OF
BASIC EDUCATION RESEARCH FUND (BERF)**

To **Schools Division Superintendents
Functional Division Chiefs**

1. With reference to DepEd Order No. 16, s. 2017, otherwise known as the Research Management Guidelines (RMG), that aims to promote the culture of research and to improve support mechanisms for research such as funding, partnerships, and capacity building and improve the fund-sourcing mechanisms, and reinforce the link of research to education processes through research dissemination, utilization, and advocacy respectively, this office through the Policy, Planning and Research Division (PPRD) hereby calls for the 7th cycle BERF research proposals.
2. Deadline of submission of research proposals will be on March 25, 2022, through this link <http://bit.ly/7thCycleBERFProposals>. The link can only be accessed by the Senior Education Program Specialists for Planning and Research (SEPS-PR). Please use this format: name/division/research theme. Example: Juan Dela Cruz/Quezon/DRRM.
3. Attached are the general guidelines and the flowchart of research proposal submission for reference and guidance.
4. For inquiries and clarifications, please contact Jumar M. Sadsad at jumar.sadsad@deped.gov.ph or (02) 8682-5773 loc. 470.
5. Wide and immediate dissemination of this memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director

pprd/jms



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487

Website: depedcalabarzon.ph

Document Inquiry : <https://r4a-teadoc.com/inquire>

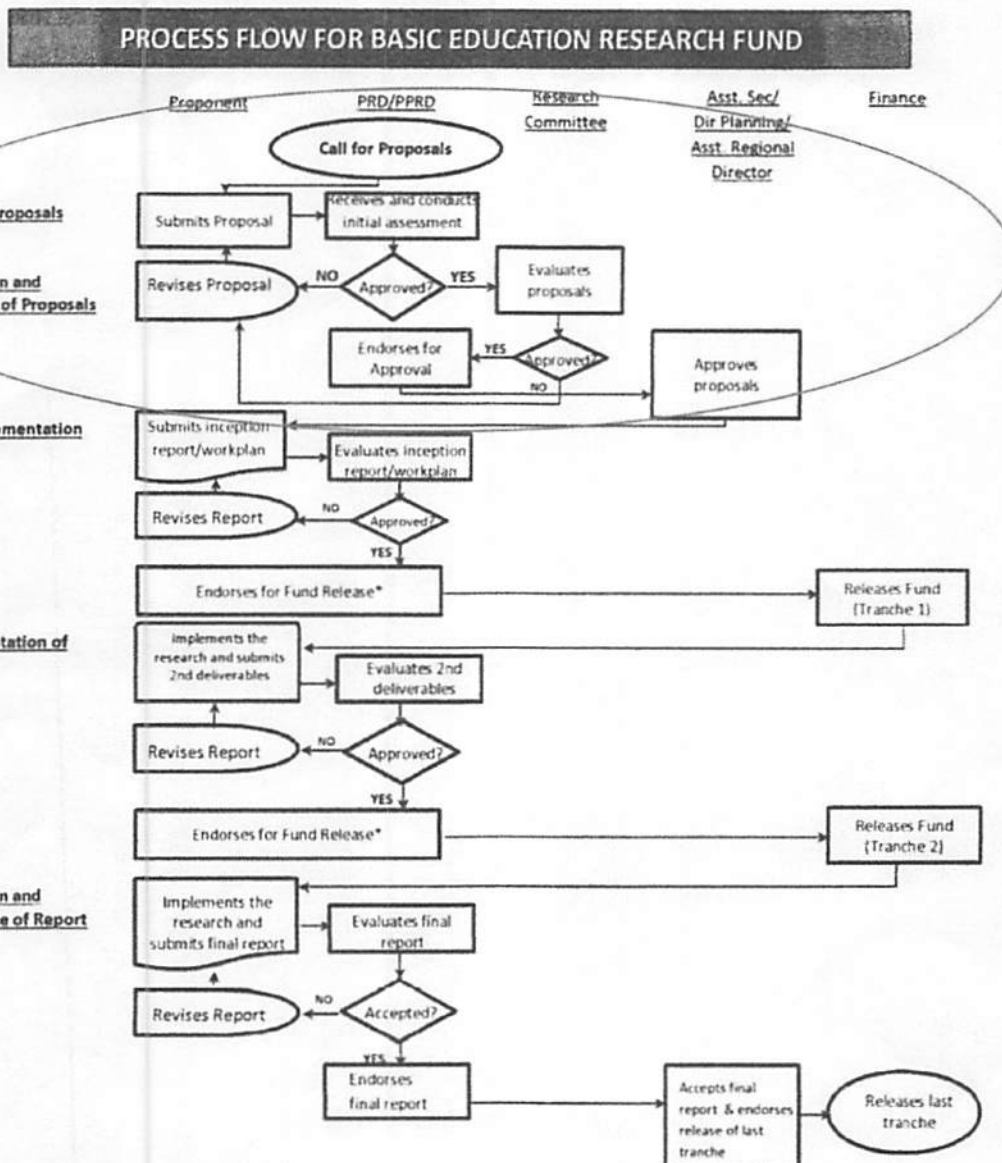
General Guidelines for the Seventh Cycle BERF Implementation

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) spearheads 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/BERFTemplates2022>.
 - 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 March 11, 2022.
5. The research proposals will be evaluated using the following criteria:
 - (a) alignment to the research agenda (**teaching and learning, governance, child protection, human resource development, gender and development, inclusive education and DRRM**) of the Department which specifically focuses on the issues and effectiveness of the key dimensions of Region IV-A Basic Education Learning Continuity Plan or BE-LCP (**safe operations, well-being and protection, focus on learning, reaching the marginalize and education financing**);
 - (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.
6. The Schools Division Research Committee (SDRC) likewise reviews and ensures that the proposed research proposals are aligned with the research agenda of the Department of Education.

7. 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.
8. 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 research.
9. 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 stated in the DepEd Order No. 26, s. 2021, Amendment to DepEd Order No. 16, s. 2017 (Research Management Guidelines), all data gathering procedures must be conducted remotely. Should the researcher opted to make use of 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.
10. 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.
11. The proponent is required to submit a full paper to the Regional Office thru the Policy, Planning, and Research Division. The PPRD then convene 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:



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