



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

July 3, 2020

**REGIONAL MEMORANDUM**

No. **346**, s. 2020

**EXTENSION OF DEADLINES ON THE SUBMISSION  
OF RESEARCH PROPOSALS FOR FUNDING**

To: Schools Division Superintendents  
All Others Concerned

1. This has reference to Regional Memorandum No. 129, s. 2020 on the Submission of Research Proposals for Basic Education Research Fund (BERF) and Regional Memorandum No. 131 s. 2020 on the Submission of Approved Action Research Proposals for Fund Grant where this Office called for the submission of research proposals for possible fund grant sourced from the Policy Research Program (PRP) Fund of this Office.
2. In this regard, this Office hereby extends the deadline of submission as follows:
  - a. Research Proposals for Basic Education Research Fund is on July 31, 2020; and
  - b. Endorsements from Schools Division Research Committees of Approved Action Research Proposals for Fund Grant is on August 10, 2020.
3. All other provisions of the abovementioned issuances shall remain in effect. Schools Division Superintendents are advised to ensure the completeness of documents with the endorsement before submission of soft copies to [pprd.region8@deped.gov.ph](mailto:pprd.region8@deped.gov.ph).
4. Strict compliance with this Memorandum is desired.

**RAMIR B. UYTICO EdD, CESO IV**  
Director IV ✕

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

CALL FOR PROPOSALS RESEARCH FUND

PPRD-JDD





Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

March 2, 2020

**REGIONAL MEMORANDUM**

No. **129** s. 2020

**SUBMISSION OF RESEARCH PROPOSALS FOR BASIC EDUCATION RESEARCH FUND**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
All Others Concerned

1. This has reference to DepEd Order No. 16, s. 2017 on the Research Management Guidelines that provides for the responsibility of the Regional Research Committee (RRC) in evaluating and approving research proposals and other related research initiatives from the Region and Schools Divisions for fund grant sourced from the Policy Research Program (PRP) Fund of the Regional Office.
2. In this regard, this Office calls for submission of research proposals for possible fund grant from regular employees of the Regional Office and Schools Division Offices on or before April 6, 2020.
3. The proposal may be submitted in hard copy to this Office, through the Policy Planning and Research Division (PPRD), or in e-copy through email pprd.region8@deped.gov.ph along with the following requirements:
  - a. Application form and endorsement of immediate supervisor of the proponent (Annex 1);
  - b. Research Proposal (Annex 2); and
  - c. Anti-plagiarism and absence of conflict of interest declaration (Annex 3).
4. As provided for by DO 16, s.2017, all proposals that have passed the initial review shall be forwarded by PPRD to the RRC for further evaluation and subsequently, endorsed for approval of fund grant.
5. Immediate dissemination of this Memorandum is desired.

**RAMIR B. UYTICO EdD, CESO IV**  
Director IV



Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

CALL FOR PROPOSALS RESEARCH FUND

PPRD-MBG

# ANNEX 1: Research Proposal Application Form and Endorsement of Immediate Supervisor

## A. RESEARCH INFORMATION

<b>RESEARCH TITLE</b>	
<b>SHORT DESCRIPTION OF THE RESEARCH</b>	
<b>RESEARCH CATEGORY (check <u>only one</u>)</b> <input type="radio"/> National <input type="radio"/> Region <input type="radio"/> Schools Division <input type="radio"/> District <input type="radio"/> School  <b>(check <u>only one</u>)</b> <input type="radio"/> Action Research <input type="radio"/> Basic Research	<b>RESEARCH AGENDA CATEGORY (check <u>only one</u> main research theme)</b> <input type="radio"/> Teaching and Learning <input type="radio"/> Child Protection <input type="radio"/> Human Resource Development <input type="radio"/> Governance  <b>(check <u>up to one</u> cross-cutting theme, if applicable)</b> <input type="radio"/> DRRM <input type="radio"/> Gender and Development <input type="radio"/> Inclusive Education  <input type="radio"/> Others (please specify): _____
<b>FUND SOURCE (e.g. BERF, SEF, others)*</b>	<b>AMOUNT</b>
<b>TOTAL AMOUNT</b>	

*\*indicate also if proponent will use personal funds*

## B. PROPONENT INFORMATION

### LEAD PROPONENT / INDIVIDUAL PROPONENT

<b>LAST NAME:</b>	<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>
<b>BIRTHDATE (MM/DD/YYYY)</b>	<b>SEX:</b>	<b>POSITION / DESIGNATION:</b>
<b>REGION / DIVISION / SCHOOL (whichever is applicable)</b>		
<b>CONTACT NUMBER 1:</b>	<b>CONTACT NUMBER 2:</b>	<b>EMAIL ADDRESS:</b>

<b>EDUCATIONAL ATTAINMENT (DEGREE TITLE)</b> <i>enumerate from bachelor's degree up to doctorate degree</i>	<b>TITLE OF THESIS / RELATED RESEARCH PROJECT</b>
<b>SIGNATURE OF PROPONENT:</b>	

**PROPONENT 2**

<b>LAST NAME:</b>	<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>
<b>BIRTHDATE (MM/DD/YYYY)</b>	<b>SEX:</b>	<b>POSITION / DESIGNATION:</b>
<b>SCHOOL / OFFICE ADDRESS:</b>		
<b>CONTACT NUMBER 1:</b>	<b>CONTACT NUMBER 2:</b>	<b>EMAIL ADDRESS:</b>
<b>EDUCATIONAL ATTAINMENT (DEGREE TITLE)</b> <i>enumerate from bachelor's degree up to doctorate degree</i>	<b>TITLE OF THESIS / RELATED RESEARCH PROJECT</b>	
<b>SIGNATURE OF PROPONENT:</b>		

**PROPONENT 3**

<b>LAST NAME:</b>	<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>
<b>BIRTHDATE (MM/DD/YYYY)</b>	<b>SEX:</b>	<b>POSITION / DESIGNATION:</b>
<b>SCHOOL / OFFICE ADDRESS:</b>		<b>DIVISION / REGION:</b>

<b>CONTACT NUMBER 1:</b>	<b>CONTACT NUMBER 2:</b>	<b>EMAIL ADDRESS:</b>
<b>EDUCATIONAL ATTAINMENT (DEGREE TITLE)</b> <i>enumerate from bachelor's degree up to doctorate degree</i>	<b>TITLE OF THESIS / RELATED RESEARCH PROJECT</b>	
<b>SIGNATURE OF PROPONENT:</b>		

**IMMEDIATE SUPERVISOR'S CONFORME**

I hereby endorse the attached research proposal. I certify that the proponent/s has/have the capacity to implement a research study without compromising his/her office functions.

\_\_\_\_\_  
Name and Signature of Immediate Supervisor

Position / Designation : \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Immediate Supervisor

Position / Designation : \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Immediate Supervisor

Position / Designation : \_\_\_\_\_

Date: \_\_\_\_\_

## **ANNEX 2: Minimum Requirements of the Research Proposal**

### **Minimum Requirements of a Basic Research Proposal per DepEd Order No. 16, s. 2017**

All texts must be in Arial font 11, double-spacing, justified.

#### **Introduction and Rationale**

[ This part contains the purpose of the study. All bullet sentences written in the Action Research pro-forma should be converted into properly constructed paragraphs with elaborations as necessary. In text citation should use APA 6th Ed. ]

#### **Literature Review**

[ This part must completely discuss the intervention that will be used in the study, along with relevant research and readings. All bullet sentences written in the Action Research pro-forma should be converted into properly constructed paragraphs with elaborations as necessary. In text citation should use APA 6th Ed. ]

#### **Research Questions**

[ This part shows the questions which will guide the teacher throughout the process ]

#### **Scope and Limitation**

[ This part shows the problem or issue that the researcher wants to study with the project and the constraints that impact the researcher's ability to effectively study the scope of the project. ]

#### **Research Methodology**

##### **Sampling**

[ This part must completely discuss the participating learners, teachers, administrators, materials, and other relevant sources of information for this study. ]

### **Data Collection**

[ This part must completely discuss the process of the research from the start to the end, including permissions and ethical considerations. ]

### **Ethical Issues**

[ This part must completely discuss the moral principles that the researcher must follow, irrespective of the place or time, especially for vulnerable sectors of the society. ]

### **Plan for Data Analysis**

[ This part must completely discuss the data treatment that will be used after the data has been collected and prepared for analysis. ]

### **Timetable / Gantt Chart**

[ This part shows details of the research activities and timeline using a Gantt Chart. ]

### **Cost Estimates**

[ This part shows details of necessary resources that will require cost and expenses.]

### **Plans for Dissemination and Advocacy**

[ This part must completely discuss the participating learners, teachers, administrators, materials, and other relevant sources of information for this study. ]

### **References**

[ Referencing style should use APA 6th Ed. ]



**ANNEX 3: Declaration of Anti-Plagiarism and Absence of Conflict of Interest**

**DECLARATION OF ANTI-PLAGIARISM**

1. I, \_\_\_\_\_, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of their work without proper acknowledgment and referencing.
2. I hereby attest to the originality of this research proposal and has cited properly all the references used. I further commit that all deliverables and the final research study emanating from this proposal shall be of original content. I shall use appropriate citations in referencing other works from various sources.
3. I understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and (insert grant mechanism).

PROPONENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPONENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPONENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**DECLARATION OF ABSENCE OF CONFLICT OF INTEREST**

1. I, \_\_\_\_\_, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in evaluating, conducting, or reporting research.<sup>1</sup>
2. I hereby declare that I do not have any personal conflict of interest that may arise from my application and submission of my research proposal. I understand that my research proposal may be returned to me if found out that there is conflict of interest during the initial screening as per (insert RMG provision).
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my research, I will duly report it to the research committee for immediate action.
4. I understand that I may be held accountable by the Department of Education and (insert grant mechanism) for any conflict of interest which I have intentionally concealed.

PROPONENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPONENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPONENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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<sup>1</sup> Office of Ethics and Compliance, University of California, San Francisco, retrieved from <http://coi.ucsf.edu/>



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

March 2, 2020

**REGIONAL MEMORANDUM**

No. **131**, s. 2020

**SUBMISSION OF APPROVED ACTION RESEARCH PROPOSALS FOR FUND GRANT**

To: Schools Division Superintendents  
Schools Division Research Committee Chairpersons  
All Others Concerned

1. This has reference to DepEd Order No. 16, s. 2017 on the Research Management Guidelines that provides for the responsibility of the Schools Division Research Committee (SDRC) in evaluating and approving research proposals and other related research initiatives from the schools and community learning centers (CLC) and endorsing approved school level proposals to the Regional Office for confirmation and release of fund grant sourced from the Policy Research Program (PRP) Fund of the Regional Office.
2. In this regard, SDRCs are advised to:
  - initiate a call for submission of school/CLC-based research proposals from schools and CLCs in their respective divisions;
  - conduct evaluation of proposals thereof;
  - ensure validity of cost estimates; and
  - facilitate submission of approved proposals to the Regional Research Committee observing the sample enclosed herewith, duly indorsed by the Schools Division Superintendent on or before April 30, 2020.
3. Strict compliance with this Memorandum is desired.

**RAMIR B. UYTICO EdD, CESO IV**  
Director IV ✕

Enclosures: As stated

References: DepEd Order No. 16, s. 2017

To be indicated in the Perpetual Index under the following subjects:

ACTION RESEARCH    CALL FOR PROPOSALS    RESEARCH FUND

PPRD-MBG



Enclosure to Regional Memorandum No. **131**, s. 2020

**SAMPLE ENDORSEMENT FOR LIST OF APPROVED ACTION RESEARCH PROPOSALS**

[ Header ]

**ENDORSEMENT FOR BASIC EDUCATION RESEARCH FUND GRANT  
FOR SCHOOL/CLC-BASED ACTION RESEARCH**

[ Date ]

Respectfully submitting herein, the evaluated and approved research proposals with the following details:

	Name/s of Proponent/s	Title of Research Proposal	School/CLC	Approved Cost	Amount for Tranche 1 (80%)
1					
2					
3					
n					

The Schools Division Research Committee has evaluated and approved the deliverables required for first tranche of Basic Education Research Fund (BERF) of these research proposals for the grant of the corresponding amount under the BERF. In this connection, this Committee respectfully requests for the release of the fund for this tranche, pursuant to the Research Management Guidelines (DepEd Order No. 16, s. 2017).

**[ NAME OF ASDS ]**

Assistant Schools Division Superintendent  
Chairperson, Schools Division Research Committee

[ Footer ]

**NOTE:** The List must be submitted to the Regional Office, through the Policy Planning and Research Division, along with the indorsement of the Superintendent and a photocopy of the following documents per approved research proposal, all placed in an expanding envelope:

1. Accomplished application form with signed endorsement of immediate supervisor
2. Letter of Approval signed by the SDRC Chairperson issued to the research proponent