



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

September 10, 2024

**REGIONAL MEMORANDUM**

No. **1073** s. 2024

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

To: Schools Division Superintendents  
Regional Office Division Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In conformance with DepEd Order No. 16, s. 2017 re: Research Management Guidelines, this Office, through the Policy, Planning and Research Division calls for the submission of research proposals from regular employees of the Regional Office and Schools Division Offices for possible fund grant.
2. The Schools Division Research Committee (SDRC) must evaluate and approve research proposals and other related research initiatives from the schools and Community Learning Centers (CLCs) for possible fund grant from the Policy Research Program (PRP) Fund of the Regional Office. The SDRCs are advised to:
  - a. initiate a call for submission of school/CLC-based research proposals from schools and CLCs in their respective divisions
  - b. conduct evaluation of proposals;
  - c. ensure the validity of cost estimates; and
  - d. facilitate the submission of approved proposals to the Regional Research Committee observing enclosed sample, duly endorsed by the Schools Division Superintendent.
3. The SDRC shall use the enclosed rubric for the appraisal of the research proposals which shall be attached to the proposals to be submitted to RO.
4. The approved proposals by the SDRCs shall be submitted in Electronic PDF format/copy to this Office, through the link <https://bit.ly/submit2025BERF> on or before October 11, 2024.
5. The research proposals officially endorsed by the Schools Division Office shall be submitted along with the following requirements/attachments. The Division Research Coordinators shall facilitate the submission/uploading of their requirements.
  - a. Endorsement letter of Schools Division Superintendent
  - b. MOVs of the SDRC relative to the preliminary activities conducted
  - c. Research proposals following the minimum requirements and other requirements as follows:



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
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Website: region8.deped.gov.ph



- i. Evaluation tool or rubrics for research proposal appraisal signed by the SDRC members or accomplished by the evaluators;
  - ii. Application form and endorsement of immediate supervisor of the proponent;
  - iii. Declaration of anti-plagiarism; and
  - iv. Declaration of absence of conflict-of-interest.
6. For inquiries and other concerns, contact PPRD through Dr. Rex C. Briones or Ms. Jennylynd Daya thru **pprd.region8@deped.gov.ph**.
7. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director 

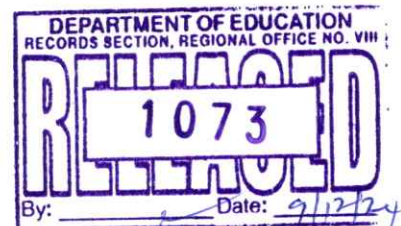
Enclosures: As stated

References: As stated

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

BERF RESEARCH PROPOSALS


PPRD-JDD



**ANNEX 4.a: GUIDE FOR APPRAISING BASIC RESEARCH PROPOSALS**

Major Criteria	Increasing Levels of Quality and their Descriptions			Score
	low		high	
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 specify the variables or the focus of inquiry. Key elements of the research questions are reflected in the title of the proposal. (15 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)	

Main Criteria		Increasing Levels of Quality and their Descriptions			Score
		low	↑	high	
Research Methods 40 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)	
	Data Gathering Method(s) and research Instruments (30)	not described (no points)	The research proposal presents a general description of the methods to be employed for gathering data. (10 points)	Details of data gathering methods are provided: the specific kinds of data, how and when they will be collected. It describes any research instruments (ex: test, scale, survey questionnaire, checklist, interview guide) to be developed or adopted. (15 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 stated (no points)	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 (ex: quantitative/statistical, qualitative, or both methods), 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)


Main Criteria		Increasing Levels of Quality and their Descriptions		Score
		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 project specific expenses that she or he will be accountable for. (10 points)	
Total Score				
Remarks:				

**ANNEX 4.b: GUIDE FOR APPRAISING ACTION RESEARCH PROPOSALS**

		Increasing Levels of Quality and their Descriptions			Score
		low	↑	high	
<b>Main Criteria</b>	<b>Sub-Criteria</b>				
	<b>Context (15)</b>	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)
<b>Rationale of the Action Research 30 points</b>	<b>Proposed Intervention/Innovation/Strategy (15)</b>	not presented (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)
	<b>Action Research Question(s) 30 points</b>	not stated (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 variable(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)



Increasing Levels of Quality and their Descriptions		low	high	Score
Main Criteria	Sub-Criteria			
	Participants and/or other Sources of Data and Information (10)	not stated (no points)	<p>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)</p> <p>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)</p>	
	Data Gathering Method(s) (10)	not described (no points)	<p>The action research proposal presents a general description of the method(s) to be employed for gathering data. (5 points)</p> <p>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)</p> <p>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)</p>	
Action Research Methods (20 points)	Data Analysis Plan (10)	not stated (no points)	<p>The action research proposal presents a general description of how the gathered data / information will be analyzed. (5 points)</p> <p>Details of the method(s) of data analysis are given. Techniques (ex: quantitative/statistical, qualitative, or both methods), as well as tools (ex: software) to be employed are specified. (8 points)</p> <p>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)</p>	

Increasing Levels of Quality and their Descriptions		Score
	 low <span style="float: right;">high</span>	
Main Criteria		
Action Research Work Plan and Timelines 5 points	<p><i>not included (no points)</i></p> <p>The action research proposal includes a list of major activities and their timelines. (3 points)</p> <p>A detailed work plan is provided covering start to completion of the action research. Timelines 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)</p>	
Cost Estimates 5 points	<p><i>not included (no points)</i></p> <p>The action research proposal includes a list of major items and their estimated costs. The total cost is shown. (3 points)</p> <p>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)</p>	
Total Score		
Remarks:		