



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY



Office of Schools Division Superintendent

MAY 23, 2023

DIVISION MEMORANDUM
NO. 114 S.2023

Call for Submission of Action Research/Basic Research Proposals for potential funding under Basic Education Research Fund (BERF) 2023

TO : Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
EPS, PSDS, Heads, Public Elementary and Secondary Schools
Master Teachers
All Others Concerned

1. The Department of Education is continuing its initiatives towards strengthening evidence-based policy development and decision making through the provision of research fund to eligible proponents from the national, regional, schools division offices to the public elementary and secondary schools nationwide.
2. To promote the culture of research, eligible proponents shall utilize the research fund for research projects anchored on the following thematic areas:
 - a. Improving Teaching and Learning;
 - b. Improving Child Protection;
 - c. Improving Human Resource Development;
 - d. Improving Governance.
3. With this thrust, all research proponents of Pagadian City Division are hereby enjoined to submit their Action Research/Basic Research Proposals both in soft and hard copy to the Division Research Committee; Attention: **JOSEPH O. FULOSO** SEPS, Planning and Research starting on **May 25, 2023** until **June 25, 2023** for review and evaluation of the Research Proposals by the Schools Division Research Committee.
4. The Schools Division Research Committee members will do the **evaluation of papers from June 5, 2023 to June 25, 2023**. The **presentation of Action Research Proposal** will be on **June 29 - 30, 2023** through face to face. Venue will be announced later.
5. Attached are Annex 2.A) Format of the Research Proposal and Annex 2.B) Action Research Proposal for your reference and guidance
6. Widest dissemination of this memorandum is hereby enjoined.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent





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(Annex 2.A)

**Basic Education Research Fund (BERF) Proposal Format
Outline of the Basic Research Proposal**

1. The research proponent shall use the DepEd prescribed outline below for research proposal. The number of pages of research proposals shall be a maximum of twenty (20) pages, double-spaced, using and Chicago Manual Of Styles (CMOS).
2. The research proposal should contain the following:
 - I- **Rationale of the Research** - includes the rationale for the research and relevant, social, policy, or practice context for the study. The introduction should explain why the research study is being undertaken (e.g. to answer a question about a specified problem in education) and how the results could be used in action planning and/or policy formulation and development.
 - II- **Research Questions** - involves investigating or testing an idea; trying out solutions to a problem; exploring and analyzing issues; creating a new procedure or system; explaining a phenomenon; or a combination of any of these.
 - III- **Literature Review** - focuses on key issues which underlie the research; major findings, problems identified, recommendations, and questions raised in previous research; the main points of view and controversies; critical evaluation of these views, their strengths and weaknesses; general conclusions about the research papers; what research still needs to be done; and what knowledge gaps remain that the study will aim to fill.
 - IV- **Research Methodology**- contains details of how the research will be conducted
 - a. **Sampling** - details should be provided about who will participate in the research: number of people and the characteristics of those who will participate in the research; and how will the sample be selected and recruited.
 - b. **Data Collection**- the various instruments and procedures for data collection should be outlined and extensively discussed.
 - c. **Ethical Issues** - identification of ethical concerns that could possibly emanate from the conduct of the research, and an elaborate discussion on how to prevent these from taking place. It can include, but not limited to the following: right to conduct a study or investigation to answer a question; securing free prior and informed consent from respondents; issues of confidentiality and anonymity; written approval for use of materials with copyright (e.g. secondary data sets, data collection tools).
 - d. **Plan for Data Analysis** - indicates how the data will be analyzed and reported; it should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research.
 - V- **Work Plan and Timelines** - contains the research timelines - when will the project begin and how long will it takes for it to be completed; include time estimates for each step in the research process (e.g. 5 days, 2 weeks).
 - VI- **Cost Estimates** - includes detailed research cost, broken down per research task, activity and/or deliverable. It can be further grouped by tranche for easier reference of the Evaluation Committee. Refer to the Availment Process for the activities falling under each tranche.
 - VII- **References** - using APA referencing, provide in text of work and reference list consistently and accurately

Adapted from DepEd Order no. 16, s. 2017





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(Annex 2.B)

**Basic Education Research Fund (BERF) Proposal Format
Outline for Action Research Proposal**

1. The research proponent shall use the DepEd prescribed outline for action research described below. The research proposal shall be followed Chicago Manual of Styles (CMOS)
2. The research proposal should contain the following:
 - I. **Context and Rationale**- includes the description and context of the study and the reason for conducting it; how the results could be used in action planning.
 - II. **Proposed Innovation, Intervention, and Strategy** – explain in detail the rationale, extent, and limitation of the intervention, innovation, or strategy, and describe research instruments in terms of their appropriateness in obtaining the desired data or information.
 - III. **Action Research Questions** - identifies the problem/s which will be addressed by the research in terms of investigating or testing an idea; trying out solutions to a problem; creating a new procedure or system; explaining a phenomenon; or a combination of any of these.
 - IV. **Action Research Methods**- contains details of how the research will be conducted
 - a. **Participants and/or other Sources of Data and Information.**
 - b. **Data Gathering Methods**- the various instruments and procedures for data collection should be outlined and extensively discussed.
 - c. **Data Analysis Plan**- indicates how the data will be analyzed and reported; it should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research.
 - V. **Action Research Work Plan and Timeliness** - contains the research timelines - when will the project begin and how long will it take for it to be completed; include time estimates for each step in the research process (e.g. 5 days, 2 weeks).
 - VI. **Cost Estimates** - includes detailed research cost, broken down per research task, activity and/or deliverable. It can be further grouped by tranche for easier reference of the Evaluation Committee. Refer to the Availment Process for the activities falling under each tranche.
 - VII. **List of References**- provide in text of work and reference list

Adapted from DepEd Order no. 16, s. 2017

