



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

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DIVISION MEMORANDUM  
No. 012, s. 2021

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

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All School Heads

1. Pursuant to DepEd Order No. 43, s. 2015 on the Revised Guidelines for the Basic Education Research Fund (BERF) and DepEd Order No. 16, s. 2017, otherwise known as the Research Management Guidelines (RMG), this Office through the Planning and Research Section of the School Governance and Operations Division (SGOD) hereby calls for the 6<sup>th</sup> cycle of BERF research proposals.
2. This aims to promote the culture of research and to improve support mechanisms for research such as funding, partnerships, and capacity building and improve the funding-source mechanisms, and reinforce the link of research to education process through research dissemination, utilization, and advocacy respectively.
3. Deadline of submission of research proposals will be on February 10, 2021 through this link <https://tinyurl.com/6thCycleBERFProposals>. Please use this format for the file name of your folder: Name/School/Research Theme.  
Example: Juan Dela Cruz/Biñan Elementary School/Teaching and Learning
4. Attached are the general guidelines and the flowchart of research proposal submission for reference and guidance.
5. For inquiries and clarifications, please contact Edward R. Manuel of Planning and Research Section at [edward.manuel001@deped.gov.ph](mailto:edward.manuel001@deped.gov.ph) and/or **(049) 511-4191**.
6. Immediate and widest dissemination of this Memorandum is earnestly desired.

**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent



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## General Guidelines for the Fifth 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) spearhead 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/R4aBERFTemplates2021>.
  - 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 February 10, 2021.
5. The research proposals will be evaluated using the following criteria:
  - (a) alignment to the research thrust of the Department which specifically focuses on the issues and effectiveness of the Region IV-A PIVOT Basic Education Learning Continuity Plan or BE-LCP;
  - (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 thrusts 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 researches.
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 much as possible, all data gathering procedures must be conducted remotely. Should the researcher opted to make use 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:

### PROCESS FLOW FOR BASIC EDUCATION RESEARCH FUND

