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

June 29, 2023

REGIONAL MEMORANDUM
No. **686**, s. 2023

**CALL FOR SUBMISSION OF BASIC EDUCATION RESEARCH PROPOSALS
FOR THE 2024 BASIC EDUCATION RESEARCH FUND (BERF) GRANT**

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

1. In adherence with DepEd Order No. 16, s. 2017 *re* Research Management Guidelines (RMG), this Office, through the Regional Research Committee (RRC) and the Policy, Planning, and Research Division (PPRD), calls for the Submission of Basic Education Research Proposals for the Fiscal Year 2024 Basic Education Research Fund (BERF) Grant of the Policy Research Program Funds that shall be downloaded to the Regional Office (RO). Screened proposals shall be submitted in electronic PDF copy/format on or before October 13, 2023, through the link: <https://bit.ly/submit2024BERF>.

2. Relative to this, the Schools Division Research Committees (SDRCs) shall conduct the following preliminary activities anchored on the RMG:

Activities	Timeline	MoVs
Dissemination and capacity building on the preparation of research proposals	July 2023	Memorandum
Call for submission of research from schools and Community Learning Centers (CLCs)	August 1-15, 2023	Memorandum
Evaluation/screening of research proposals submitted by schools and CLCs	August 16-31, 2023	Memorandum Accomplishment Report
Technical assistance and enhancement of research proposals based on the screening conducted	September 1-15, 2023	Memorandum Accomplishment Report
Submission of the enhanced research proposals to the SDO	September 18-29, 2023	Endorsement letter Short-listed research
Submission/endorsement of the evaluated research proposals to RO	October 2-13, 2023	Endorsement letter

3. All SDOs are reminded on the utilization of the 2023 Basic Education Regional Research Agenda (BERRA) in the call and screening of research proposals for the 2024 BERF grant facility.

4. The SDRCs shall use the enclosed rubric for the appraisal of the research proposals. The rubrics shall be attached to the proposals to be submitted to the RO.



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 uploading/submission of these requirements.

- a) Endorsement letter of Schools Division Superintendent
- b) MoVs of the SDRC relative to the preliminary activities conducted
- c) Research proposal following the minimum requirements and other required attachments as follows:
 - i. Evaluation tool or rubrics for research proposal appraisal signed by the members of SDRC 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, please write an email to PPRD through pprd.region8@deped.gov.ph.

7. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: As stated

References: DepEd Order No. 16, s. 2017 (Research Management Guidelines);
RM 603, s. 2023 (Adoption of the 2023 Basic Education Regional
Research Agenda)

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

BASIC EDUCATION
RESEARCH
BERF


PPRD-TCPJ



ANNEX 4.a: GUIDE FOR APPRAISING BASIC RESEARCH PROPOSALS

Main 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)	


Increasing Levels of Quality and their Descriptions		low		high		Score
Main Criteria Research Methods 40 points	Sub-Criteria 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 (20)	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		high	
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		
Main Criteria	Sub-Criteria				
Rationale of the Action Research 30 points	Context (15)	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)
	Proposed Intervention, Innovation, Strategy (15)	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)
Action Research Question(s) 30 points		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 Action Research Methods 30 points	Sub-Criteria	low	high			
	Participants and/or other Sources of Data and Information (10)	not stated (no points)	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)	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) (10)	not described (no points)	The action research proposal presents a general description of the method(s) to be employed for gathering data. (5 points)	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)	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)	
	Data Analysis Plan (10)	not stated (no points)	The action research proposal presents a general description of how the gathered data / information will be analyzed. (5 points)	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)	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)	

Increasing Levels of Quality and their Descriptions		Score
	 low high	
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:		