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

October 21, 2026

REGIONAL MEMORANDUM
No. 1403 s. 2026

CALL FOR SUBMISSION OF RESEARCH PROPOSALS FOR THE FY 2027 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 conformance with DepEd Order No. 16, s. 2017, otherwise known as the Research Management Guidelines, the Schools Division Research Committee (SDRC) is mandated to evaluate and endorse research proposals and other related research initiatives from schools and Community Learning Centers (CLCs) for possible fund grant under the Basic Education Research Fund (BERF) of the Regional Office.

2. Relative to this, 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 endorsed proposals to the Regional Research Committee (RRC), following the enclosed proposal template (Enclosure No. 1) and duly endorsed by the Schools Division Superintendent.

3. Furthermore, this Office also calls for the submission of research proposals for possible fund grant from regular employees of the Regional Office (RO) and the Schools Division Offices (SDOs). Proposals from RO personnel shall be endorsed by their respective Division Chiefs, while proposals from SDO personnel shall be endorsed by the Schools Division Superintendent. These shall be submitted through the same link and within the same deadline stated in item 6 and shall be evaluated by the RRC.

4. Proponents must be regular DepEd employees. A proposal may have a maximum of three (3) proponents. Proponents with ongoing or uncompleted BERF-funded research shall not be eligible to apply.

5. The SDRC shall use the enclosed rubric in appraising the research proposals. The accomplished rubric shall be attached to each proposal submitted to this Office.

6. Proposals endorsed by the SDRCs shall be submitted in PDF format to this Office on or before November 23, 2026 through the link

https://bit.ly/submit2027BERF or the QR code below. Each file shall be named as **SDO_School_SurnameOfLeadProponent** (e.g., Leyte_PaloCS_DelaCruz).

7. The research proposals officially endorsed by the Schools Division Office shall be submitted with the following requirements/attachments. The Division Research Coordinators shall facilitate the submission/uploading of these requirements:

a. Endorsement letter of the Schools Division Superintendent (or of the Division Chief, for RO proponents);
b. MOVs of the SDRC preliminary activities (e.g., SDO call for proposals, minutes of the evaluation, attendance sheets); and
c. Research proposal following the enclosed template (Enclosure No. 1), with the following attachments:
    i. Evaluation rubric for research proposal appraisal (Enclosure No. 2), accomplished and signed by the SDRC evaluators;
    ii. Application form (Enclosure No. 3) with the endorsement of the proponent's immediate supervisor;
    iii. Declaration of anti-plagiarism (Enclosure No. 4); and
    iv. Declaration of absence of conflict of interest (Enclosure No. 5).

8. For inquiries and other concerns, you may contact Ms. Maryjean S. Menil or Atty. Jennylind Daya of PPRD through email at pprd.region8@deped.gov.ph.

9. Immediate dissemination of and compliance with this Memorandum are desired.

SALUSTIANO T. JIMENEZ, JD, EdD, CESO III
Regional Director

DEPARTMENT OF EDUCATION
RECORDS SECTION
RECEIVED
1403
By: Date: 10/21/24

Enclosures: As stated
Reference: DepEd Order (No. 16, s. 2017)
To be indicated in the Perpetual Index under the following subjects:

BERF CALL RESEARCH PROPOSALS

PPRD-JDD

ANNEX 4.a: GUIDE FOR APPRAISING BASIC RESEARCH PROPOSALS

Main Criteria	low → Increasing Levels of Quality and their Descriptions → high				Score
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	Sub-Criteria	low → Increasing Levels of Quality and their Descriptions → high			Score
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 (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	low → Increasing Levels of Quality and their Descriptions → high			Score
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

Main Criteria	Sub-Criteria	Increasing Levels of Quality and their Descriptions low → high				Score
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)*	

Main Criteria	Sub-Criteria	low → Increasing Levels of Quality and their Descriptions → high				Score
Action Research Methods 30 points	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)*	

Main Criteria	Increasing Levels of Quality and their Descriptions low → high			Score
Action Research Work Plan and Timelines **5 points**	*not included* *(no points)*	*The action research proposal includes a list of major activities and their timelines.* *(3 points)*	*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)*	
Cost Estimates **5 points**	*not included* *(no points)*	*The action research proposal includes a list of major items and their estimated costs. The total cost is shown.* *(3 points)*	*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)*	
			Total Score	
Remarks:				

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

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH	
RESEARCH CATEGORY (check only one) o National o Region o Schools Division o District o School **(check only one)** o Action Research o Basic Research	**RESEARCH AGENDA CATEGORY** **(check only one main research theme)** o Teaching and Learning o Child Protection o Human Resource Development o Governance **(check up to one cross-cutting theme, if applicable)** o DRRM o Gender and Development o Inclusive Education o Others (please specify): _____

FUND SOURCE (e.g. BERF, SEF, others)*	**AMOUNT**
TOTAL AMOUNT	

**indicate also if proponent will use personal funds*

B. PROPONENT INFORMATION

LEAD PROPONENT / INDIVIDUAL PROPONENT

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

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

PROPONENT 2

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

PROPONENT 3

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

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

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 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.[1]

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: _____

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