

January 22, 2018

DIVISION MEMORANDUM
NO. 055 s., 2018

**CALL FOR SUBMISSION/RESUBMISSION
OF RESEARCH PROPOSALS**

TO: OIC – Assistant Schools Division Superintendent
Chief, Curriculum and Implementation Division (CID)
OIC Chief, Schools Governance and Operations Division (SGOD)
Senior Education Program Specialist – Planning and Research
Project Development Officer – Planning and Research
Presidents of Cavite Association of Research Educators (CARE)
Municipal Research Coordinators Representative
All others concerned

1. With references to the Regional Memorandum No. 113 s. 2018 and the Division Memorandum 209, s. 2017, Appendix 1, on the previous call for proposals, the Division Office sets the deadline for the submission and/or resubmission of research proposals to the Schools Division Research Committee (SDRC) on February 28, 2018, Wednesday.
2. All researchers who have already submitted their proposals are requested to revise and resubmit their proposals according to the new formatting requirements (10 - 12 pages, in triplicate copies printed on A4-sized paper and enclosed in a long brown envelope), and must be submitted together with the fully-accomplished forms (Annexes 1 & 3) to the Division Planning and Research Section, Schools Governance and Operations Division (SGOD), guided by the following attached templates. New submissions are also encouraged, provided that the proposals adhere to the stipulated guidelines.
3. Immediate and widest dissemination of this Memorandum is desired.


CHERRYLOU D. DE MESA

OIC, Schools Division Superintendent

/l/jtv

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

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH	
RESEARCH CATEGORY (check <u>only one</u>) <input type="radio"/> National <input type="radio"/> Region <input type="radio"/> Schools Division <input type="radio"/> District <input type="radio"/> School (check <u>only one</u>) <input type="radio"/> Action Research <input type="radio"/> Basic Research	RESEARCH AGENDA CATEGORY (check <u>only one main research theme</u>) <input type="radio"/> Teaching and Learning <input type="radio"/> Child Protection <input type="radio"/> Human Resource Development <input type="radio"/> Governance (check <u>up to one cross-cutting theme, if applicable</u>) <input type="radio"/> DRRM <input type="radio"/> Gender and Development <input type="radio"/> Inclusive Education <input type="radio"/> 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) <i>enumerate from bachelor's degree up to doctorate degree</i>	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) <i>enumerate from bachelor's degree up to doctorate degree</i>	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) <i>enumerate from bachelor's degree up to doctorate degree</i>	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/>



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**BERF ACTION RESEARCH
PROPOSAL TEMPLATE**
Policy, Planning and Research Division
(07)
DEPED-4A-07-GF072004-17

DOCUMENT NO.	VERSION NO. 1.1	REVISION NO. 0.1	DATE:	Page 1 of 4
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GENERAL INSTRUCTIONS:

- Fill out the requested information.
- Each research part is provided with a description in bullet form. Kindly use these descriptions as a guide in writing your proposal. Delete the descriptions once your proposal is completed.
- Print the research proposal in an A4 size bond paper.
- Put the corresponding signatures in the last page.
- Submit this form to SDRC (for division/district/ school research) in **three copies** together with the COST ESTIMATES FORM in **a long brown envelope**. Label your envelope with the following format:

SURNAME, FIRST NAME, MIDDLE INITIAL
SCHOOL/OFFICE
SDO

DRAFT

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**BERF ACTION RESEARCH
PROPOSAL TEMPLATE**
Policy, Planning and Research Division
(07)
DEPED-4A-07-GF072004-17

DOCUMENT NO.	VERSION NO. 1.1	REVISION NO. 0.1	DATE:	Page 2 of 4
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LEAD PROPONENT	(SURNAME, FIRST NAME, MIDDLE INITIAL)
MEMBER	(SURNAME, FIRST NAME, MIDDLE INITIAL)
MEMBER	(SURNAME, FIRST NAME, MIDDLE INITIAL)
TITLE OF RESEARCH	
DIVISION	Choose an item.
BERF CYCLE (choose one)	<input type="checkbox"/> 2 ND CYCLE BATCH 1 (June 2016) <input type="checkbox"/> 2 ND CYCLE BATCH 2 (February 2017)

Context and Rationale

- Description and context of the study
- Reason for conducting the study
- How the results could be used in action planning

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**BERF ACTION RESEARCH
PROPOSAL TEMPLATE**
Policy, Planning and Research Division
(07)
DEPED-4A-07-GF072004-17

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Action Research Questions

- Identify the problem/s which will be addressed by the research
 - (DO 43, S.2015)

Proposed Innovation, Intervention and Strategy

- Idea
- Problem
- Procedure/system
- Solution
- Phenomenon
- Combination of any of these that were used to solve the research problem

Action Research Methods

A. Participants and/or other Sources of Data and Information

- Who will participate in the research
- Number of people
- Characteristics of the participants/sample
- Sampling procedure

B. Data Gathering Methods

- Various instruments
- Procedures for data collection

C. Data Analysis Plan

- How the data will be analyzed and reported
- Qualitative and/or quantitative methods used in analyzing the data

Action Research Work Plan and Timelines

ACTIVITIES <i>Shade the corresponding month per activity Add rows if necessary</i>	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1.						
2.						
3.						
4.						



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**BERF ACTION RESEARCH
PROPOSAL TEMPLATE**
Policy, Planning and Research Division
(07)
DEPED-4A-07-GF072004-17

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5.						
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Plans for Dissemination and Utilization


DISSEMINATION ACTIVITIES	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
<i>add rows if necessary</i>						
1.						
2.						
3.						
4.						
5.						

REFERENCES

**Please follow the APA format*

SUBMITTED BY: <i>(Signature over printed name)</i>	

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 ISO 9001 : 2015			BERF COST ESTIMATES APPROVAL FORM <i>Policy, Planning and Research Division</i> (07) DEPED-4A-07-GF072014-17	
DOCUMENT NO.	VERSION NO. 1.1	REVISION NO. 0.1	DATE:	Page 1 of 2

General Instructions:

- Please fill out the information in the second page.
- Follow the provided guidelines in filling out eligible expenditures for BERF.
- Delete these instructions once you're ready to print your cost estimates form.

COST ESTIMATE GUIDELINES:

Eligible and Non-Eligible Activities and Expenditures

The research committees shall ensure that the expenses detailed in the research proposal are appropriate and necessary in the conduct of research. Measures must be taken to ensure that the funds are maximized so more proposals will be covered.

For BERF grantees, **the research fund will be utilized** for the following activities:

A. Expenses related to the implementation of the approved research proposals which include, but are not limited to, the following:

- Supplies and materials
- Domestic travel expenses
- Communication expenses
- Reproduction, printing and binding costs
- Food and other incurred expenses during conduct of research (surveys, FGDs); and
- Other expenses related to the conduct of research not listed in the non-eligible expenditures

B. Expenses related to research dissemination

Specifically, **the research fund will not be used** for the following expenses:

- Equipment
- Software
- Salary, overtime pay or honorarium for resource persons, statisticians and other service providers
- Utilities
- Office rental
- All overseas travel and all items not included in the approved research proposal

Reference:

DepEd Order No. 16, s. 2017 – Research Management Guidelines. p. 12-13



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**BERF COST ESTIMATES
APPROVAL FORM**
Policy, Planning and Research Division
(07)
DEPED-4A-07-GF072014-17

DOCUMENT NO.	VERSION NO. 1.1	REVISION NO. 0.1	DATE:	Page 2 of 2
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TITLE OF RESEARCH	
TYPE OF RESEARCH (please cross out)	<input type="checkbox"/> ACTION RESEARCH <input type="checkbox"/> REGIONAL/DIVISION/DISTRICT RESEARCH
BERF CYCLE	3 RD BERF CYCLE (2018)
ACCOUNT NAME (Lead proponent)	
ACCOUNT NUMBER	
LANDBANK BRANCH	
TYPE OF ACCOUNT	<input type="checkbox"/> SAVINGS <input type="checkbox"/> CURRENT

COST ESTIMATES

ACTIVITY	ELIGIBLE EXPENDITURES	QUANTITY	COST
1.	Choose an item.		PHP 0.00
2.	Choose an item.		PHP 0.00
3.	Choose an item.		PHP 0.00
4.	Choose an item.		PHP 0.00
5.	Choose an item.		PHP 0.00
TOTAL			PHP 0.00

**add rows if necessary*

ATTESTED BY: (Signature over printed name)	

To be filled out by the BERF Grantees

APPROVED BY: (Signature over printed name)	

To be filled out by RRC Members



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**BERF BASIC RESEARCH
PROPOSAL APPLICATION
TEMPLATE**

Policy, Planning and Research Division
(07)
DEPED-4A-07-GF072003-17

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GENERAL INSTRUCTIONS:

- Fill out the requested information.
- Each research part is provided with a description in bullet form. Kindly use these descriptions as a guide in writing your proposal. Delete the descriptions once your proposal is completed.
- Print the research proposal in an A4 size bond paper.
- Put the corresponding signatures in the last page.
- Submit this form to SDRC (for division/district/ school research) in **three copies** together with the COST ESTIMATES FORM in **a long brown envelope**. Label your envelope with the following format:

SURNAME, FIRST NAME, MIDDLE INITIAL
SCHOOL/OFFICE
SDO

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**BERF BASIC RESEARCH
PROPOSAL APPLICATION
TEMPLATE**

*Policy, Planning and Research Division
(07)
DEPED-4A-07-GF072003-17*

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LEAD PROPONENT	(SURNAME, FIRST NAME, MIDDLE INITIAL)
MEMBER	(SURNAME, FIRST NAME, MIDDLE INITIAL)
MEMBER	(SURNAME, FIRST NAME, MIDDLE INITIAL)
TITLE OF RESEARCH	
DIVISION	Choose an item.
BERF CYCLE	3 RD BERF CYCLE (2018)

Introduction and Rationale

- Description and context of the study
- Reason for conducting the study
- How the results could be used in action planning

Literature Review

- Key issues which underlie the research
- Major findings, problems identified, recommendations, and questions raised in previous research
- 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;
- What knowledge gaps remain that the study will aim to fill

Research Questions

- Identifies the problem/s which will be addressed by the research

Scope and Limitation

- Coverage of the research in terms of location, time, respondents, etc.;
- Inherent design or methodology parameters that can restrict the scope of the research findings and are outside the control of the researcher

Research Methodology

A. Sampling

- Who will participate in the research
- Number of people
- Characteristics of the participants/sample



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**BERF BASIC RESEARCH
PROPOSAL APPLICATION
TEMPLATE**

*Policy, Planning and Research Division
(07)
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- *Sampling procedure*

B. Data Collection

- *Various instruments*
- *Procedures for data collection*

C. Ethical Issues

- *Identification of ethical concerns that could possibly emanate from the conduct of research, and discussion on how to prevent these from taking place.*
- *It can include, but not limited to the ff: right to conduct a study or investigation to answer a questions;*
- *Securing free prior and informed consent from respondents and/or parents and guardians of learners;*
- *Issues of confidentiality and anonymity*

D. Plan for Data Analysis

- *How the data will be analyzed and reported*
- *Qualitative and/or quantitative methods used in analyzing the data*

Timetable/Gantt Chart

ACTIVITIES	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1.						
2.						
3.						
4.						
5.						

***Shade the corresponding month per activity*

**Add rows if necessary*

Plans for Dissemination and Utilization

DISSEMINATION ACTIVITIES	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6



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**BERF BASIC RESEARCH
PROPOSAL APPLICATION
TEMPLATE**

Policy, Planning and Research Division

(07)

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1.							
2.							
3.							
4.							
5.							

**add rows if necessary*

REFERENCES

**Please follow the APA format*

SUBMITTED BY: <i>(Signature over printed name)</i>	

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