



Republic of the Philippines  
**Department of Education**  
 REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

September 15, 2020

DIVISION MEMORANDUM  
 NO. **273**, s. 2020

To: OIC, Assistant Schools Division Superintendents  
 Chief, Curriculum and Implementation Division  
 Chief, Schools Governance and Operations Division  
 Municipal and City Research Committees (MRCs)  
 Cavite Association of Research Educators (CARE)  
 All Concerned





**CALL FOR PROPOSALS FOR 5<sup>TH</sup> BASIC EDUCATION RESEARCH FUND  
 (BERF) CYCLE**

1. Pursuant to the Regional Memorandum No. 363, s. 2020, titled “Announcing the Call for Research Proposals for the Fifth Cycle of the Basic Education Research Fund,” this Office calls for the submission of research proposals and other relevant documents to support the Department’s research-related initiatives. This activity aims to improve the support mechanisms of the Department through research in the “new normal.”
2. The officers and members of the Municipal and City Research Committees (MRCs), Cavite Association of Research Educators (CARE), and Master Teachers are **highly encouraged** to join the activity. The deadline of submission for the proposals and other BERF forms to the respective MRCs is until September 18, 2020, 12 noon.
3. Attached are the relevant information and FAQs about the activity.
4. For more information, you may email Ms. May Anne Joy D. Romanes via [depedcavite.research@deped.gov.ph](mailto:depedcavite.research@deped.gov.ph).
5. Immediate and widest dissemination of this Memorandum is highly desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
 Schools Division Superintendent

MDR/DM no. 273, s.2020  
 091620-029/ 09/15/2020



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**Relevant Information and FAQs in the Submission of Documents for the 5<sup>th</sup> BERF Cycle**

***What is BERF?***

Basic Education Research Fund (BERF) is a financial grant provided by the Department of Education to support education researches in aid of evidence-based policymaking and arriving in evidence-informed decisions.

***Who can submit research proposals?***

The officers and members of the Municipal and City Research Committees (MRCs), Cavite Association of Research Educators (CARE), and Master Teachers are **highly encouraged** to join the activity. Other teaching, non-teaching, and teaching-related personnel from the Division may also submit their research proposals to their respective MRCs. Interested division-based personnel shall submit their documents to the Schools Division Research Committee (SDRC) Secretariat, Ms. Ronalyn P. Salazar via [depedcavite.research@deped.gov.ph](mailto:depedcavite.research@deped.gov.ph).

Interested personnel shall join the Facebook group, “DepEd Cavite 5<sup>th</sup> BERF” to get updates about the activity.

***Is there a limit in the number of researchers per study?***





A research proposal may have 1-3 proponents.

***What type of research will I choose?***

For this activity, the following definitions of basic and action researches shall be adopted:

- Basic Research – a research study intended to be conducted in district/division level within 1 year; and
- Action Research - a research study intended to be conducted in the school level within 6 months.



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***What documents do I need to submit?***

The proponent(s) are required to submit the following:

1. Research Application Form;
2. Action/Basic Research Proposal Template (10-12 pages) in pdf;
3. Declaration of Anti-Plagiarism;
4. Declaration of Absence of Conflict of Interest; and
5. Cost Estimates Approval Form.

All templates available at <https://tinyurl.com/Cavite5thBERF>.

Submissions with incomplete documents shall not be considered for SDRC evaluation.

***Is there a limit in the costing of basic/action research?***

For basic research, the maximum grant is PhP 150,000.00. For action research, the maximum grant is PhP 30,000.00.

***Are there criteria in the selection of research?***

Yes, there are. The criteria are as follows:




1. alignment to the R4A research thrust (current issues in the Basic Education Learning Continuity Plan; hence in the “new normal”);
2. practicality and feasibility of cost estimates and Gantt chart;
3. capability to conduct the study;
4. clarity, importance, outputs, and impact of the study; and
5. comprehensive, rigorous, and results bound methodology.

***What shall I do after I prepare all the needed documents?***

For school- and district-based personnel, here are the steps to be undertaken:

1. Researcher submits the required documents to their respective MRCs.
2. MRCs ensure that the documents submitted are complete, and each form is properly filled out.
3. MRCs submit the documents via a link to be given in the “SDRC and MRCs 2020 GC” **on or before Sept 18, 2020, 12 noon**. They will create a folder per research study to keep the files organized.  
*Folder Name: District - Surname of Researcher - Title of the Study*
4. SDRC grants access to the folders of the researchers. The research panel (SDRC, 1 MRC rep/district, DCARE officers) gives comments and suggestions to the papers/docs submitted **from September 19 to 20, 2020**.



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5. The researcher gains access to their folders in Google Drive. They take note of the comments and suggestions, and starts revising the paper.
6. The Research Unit announces the schedule for presentation of research proposals. They will give the meeting link to MRCs through the “SDRC and MRC 2020 GC”.
7. The researcher prepares a 7-min PowerPoint presentation of their proposal to be presented on **September 21, 2020**. The research panel provides their additional suggestions to the researcher.
8. The researcher revises the proposal right after the presentation. They send their revised proposals via a link (to be given on **September 21, 2020**).
9. The Division Research Unit checks the documents submitted. If approved, they shall submit them to PPRD.

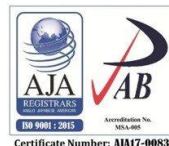
For interested division-based personnel, they shall submit their documents to the Division Research unit directly via [depedcavite.research@deped.gov.ph](mailto:depedcavite.research@deped.gov.ph). The researchers shall follow steps 4 to 9 afterwards.

**What is our timeline of activities for BERF?**

<b>Timeline</b>	<b>Activities</b>
September 12-17, 2020	Writing of research proposals and other required forms
September 18, 2020, 12 noon	Deadline of submission of documents to MRCs (for school- and district-based personnel) or SDRC (for division-based personnel)
September 19-20, 2020	Online checking of documents (SDRC/MRC/CARE)
September 21, 2020	Presentation of research proposals
September 22, 2020, 12 noon	Deadline of submission of revised proposals and other documents to SDRC



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