



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 10 2022

MEMORANDUM
No. _____, s.2022

**CALL FOR PROPOSALS AND INTERIM GUIDELINES FOR BASIC EDUCATION
RESEARCH FUND 2022**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs

1. This is with reference to **Regional Memorandum No. 058 s. 2022** dated **February 2, 2022**, on the above-captioned title, contents of which are self-explanatory, for the information and guidance of all concerned
2. Particular attention is invited to the paragraphs 1, 2, 5, and the enclosure of the aforementioned issuance.
3. The deadline of submission or uploading of the evaluated research proposals to the Division Office by the Schools Research Committee (SRC) is on February 18, 2022, through this link <https://191.1.1/M07-2022-BERT-PROPOSAL>
4. For any queries and clarification, kindly contact Ms. Phoebe R. Arroyo, Senior Education Program Specialist-Planning and Research Section of the School Governance and Operations Division (SGOD) through 8805-99-35 loc. 120 or via e-mail address, sdomuntinluparesearch002@deped.gov.ph.
5. Immediate and wide dissemination of this Memorandum is desired


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

RESEARCH POLICY GUIDELINES

PRA/CALL FOR PROPOSALS AND INTERIM GUIDELINES FOR BASIC EDUCATION RESEARCH FUND 2022
_____/February 8, 2022



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940



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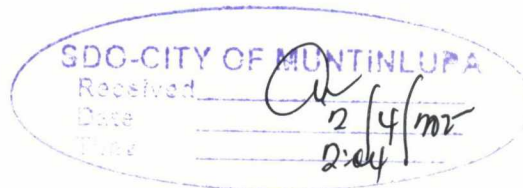
DEPARTMENT OF EDUCATION
RECORDS SECTION, DEPED NCR

RELEASED

Date: **04 FEB 2022**

DNCR-F-ORD-033/R0/01112019

REGIONAL MEMORANDUM
No. NCR 158 s. 2022



TO : Assistant Regional Director
Functional Division Chiefs/Unit Heads
Schools Division Superintendent
Regional and Division Research Committees
All others concerned

FROM : Office of the Regional Director

SUBJECT : Call for Proposals and Interim Guidelines for Basic Education Research Fund 2022

DATE : 2 February 2022

1. The Regional Research Committee (RRC) through the Policy, Planning and Research Division (PPRD) hereby calls for the submission of BERF 2022 research proposals starting February 2 to March 3, 2022.
2. The Schools Division Research Committee (SDRC) through the Division Research Coordinator (DRC) or Senior Education Program Specialist for Planning and Research (SEPS P&R) shall ensure that the research proposals to be submitted have been pre-evaluated pursuant to Research Management Guidelines (RMG) and interim guidelines. Utilization of Action Research Mobile Assistant (ARMA) FB Page is highly encouraged to provide researchers access to the needed reference materials in conducting their study through this link: bit.ly/NCRARMA
3. A coordination meeting and presentation of research agenda with the DRC regarding the interim guidelines will be conducted on **7 February 2022**, at 10:00 AM, via Zoom platform through this link: bit.ly/BERF2022CoorZoom or Meeting ID: 947 3561 9623 and Passcode: BERF2022
4. Deadline of uploading of the pre-evaluated research proposals to the Regional office by the DRC is on **March 3, 12NN**, through this link bit.ly/BERF2022ResearchProposals.
5. Please check the links below to access the following enclosures attached to this Memorandum:



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No	Enclosure	Link
1	Interim Guidelines	bit.ly/BERF2022PrioGuide
2	DepEd NCR 2022 Research Priorities	bit.ly/ResPrior2022
3	BERF Forms	bit.ly/2022-ResearchForms
3	BERF Checklists	bit.ly/BERFChecklist

6. For queries and clarifications, please contact Mr. Vergel Jairus J. Emas, Education Program Specialist II and Dr. Lilia A. Ricero, Education Program Supervisor through these emails: research.ncr@deped.gov.ph and lilia.ricero@deped.gov.ph.

7. Immediate dissemination and compliance with this Memorandum is earnestly desired.


WILFREDO L. CABRAL

Regional Director, DepEd NCR and
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

Incl. : As stated

Reference: DO no. 16, s. 2017, Research Management Guidelines

Allotment: 40 pages

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

RESEARCH
POLICIES
BASIC EDUCATION RESEARCH FUND



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Enclosure 1

Interim Guidelines on Basic Education Research Fund 2022 Cycle

1. The Policy, Planning and Research Division shall release the Regional Memorandum for the reconstitution of Regional Research Committee (RRC) and call for BERF 2022 research proposals aligned with DepEd-NCR 2022 Regional Research Priorities.
2. The Schools Division Research Committee (SDRC) headed by the Assistant Schools Division Superintendent shall lead in the submission of the directory of the SDRC through this link **bit.ly/SDRCDirectory2022** on or before **February 18, 2022, 12NN** and spearhead the dissemination and provide the proper direction among research proponents on the submission of the research proposals.
3. Interested researchers must prepare a maximum of 10 to 12 pages of research proposals and submit it to your DRC. Downloadable forms/templates can be accessed on this link **bit.ly/2022-ResearchForms**.
 - 1.1 Checklist for BERF Proposal
 - 1.2 Research Application Form
 - 1.3 Basic Research Proposal Template
 - 1.4 Action Research Proposal Template
 - 1.5 Declaration of Anti-Plagiarism
 - 1.6 Declaration of Absence of Conflict of Interest
4. The DRC or SEPS P&R will be given access in the link, **bit.ly/BERFChecklist**, for the following forms to be utilized in the initial screening of submitted proposals and criteria checklist to be communicated to SDRC research evaluators:
 - a. Checklist for Initial Assessment of Research Proposals (for secretariat use only);
 - b. Scoring Checklist for Appraising Basic Research Proposals (for SDRC research evaluators); and
 - c. Scoring Checklist for Appraising the Action Research Proposals (for SDRC research evaluators).
5. The DRC or SEPS P&R shall consolidate the results of evaluation and fill out the master list of researchers who achieved a minimum score of 70% for endorsement to PPRD secretariat. The form is located in each SDOs folder in this link: **bit.ly/BERF2022ResearchProposals**



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6. The PPRD secretariat will retrieve the pre-evaluated research proposals on **March 3, 12NN**, without extension.
7. The RRIDC TWG together with the PPRD secretariat will re-evaluate the endorsed research proposals using the following criteria:
 - a. alignment to Region Basic Education Continuity Plan, PRIME NCR directions, and research priorities;
 - b. eligibility of research expenses and ethical considerations;
 - c. completeness and accuracy of the submitted requirements using the prescribed forms (eligible expenses, declaration of plagiarism, informed consent, etc.);
 - d. detailed and clear discussion of the background of the study, framework, methodology, deliverables and plans for dissemination and utilization;
 - e. compliant with the IATF health and safety protocols and Alternative Work Arrangement; and
 - f. budget consideration for BERF 2022 Research Cycle.
8. Once approved, the Regional Office through PPRD will issue a Memorandum with the list of successful 2022 BERF grantees and the final schedule of orientation for research managers and researchers. Tentatively, date of orientation will be on **March 18, 2022**. Moreover, the PPRD secretariat will upload the letter of approval/disapproval and the Response to Suggestions and Comments of RRIDC/SDRC Form in the division Google Drive which the DRC will send to the lead-proponent. The lead-proponent must incorporate the suggestions in the research and accomplish this form; the DRC shall reupload the accomplished form in the same Google Drive.
9. To facilitate the release of funds, grantee/s will submit their deliverables to their Division Research Coordinator. The DRC will verify the incorporation of comments and suggestion of the RRIDC/SDRC before the uploading in the division Google Drive. The PPRD secretariat together with the RRIDC will review the content before the issuance of letter of acceptance.

Submission of the deliverables as indicated below will serve as liquidation documents.

1st Tranche for Basic Research (Region/Division):

- a. Inception Report or Work Plan
- b. Data Collection Instruments
- c. Certificate of Acceptance for the deliverables
- d. Copy of MOA



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2nd Tranche for Basic Research (Region/Division):

- a. Data Collection Activities
- b. Data Analysis
- c. Initial Findings
- d. Certificate of Acceptance for the deliverables
- e. Copy of MOA

Last Tranche for Basic Research (Region/Division):

- a. Final Report
- b. Certificate of Acceptance from the National or Regional Research Committees
- c. Copy of MOA

1st Tranche for Action Research (Region/Division/School/CLCs):

- a. Work Plan
- b. Certificate of Acceptance for the deliverables
- c. Copy of MOA

Last Tranche for Action Research (Region/Division/School/CLCs):

- a. Final Report
- b. Certificate of Acceptance from the National or Regional Research Committees
- c. Copy of MOA

Note to the BERF grantee for the final report: The BERF 2022 completers shall submit their revised final output with the liquidation report to the SDRC in soft copy (Word and PDF Format). In addition, three hard copies of the revised final output (school, division, region).

10. The PPRD secretariat and SGOD secretariat shall track progress of all approved research based on the approved work plan. The DRC shall monitor implementation of the work plan of each researcher and update the template that will be given by the PPRD secretariat. They should provide technical assistance as needed for the progress monitoring of each researcher.
11. The proponent/s will be given a maximum of six (6) months for action research (March to August 2022) and one year for basic research (March 2022 to February 2023) to conduct the study based on the approved work plan/timeline of activities. Provision on changes and extension shall be communicated to the PPRD secretariat for the approval of RRIDC.



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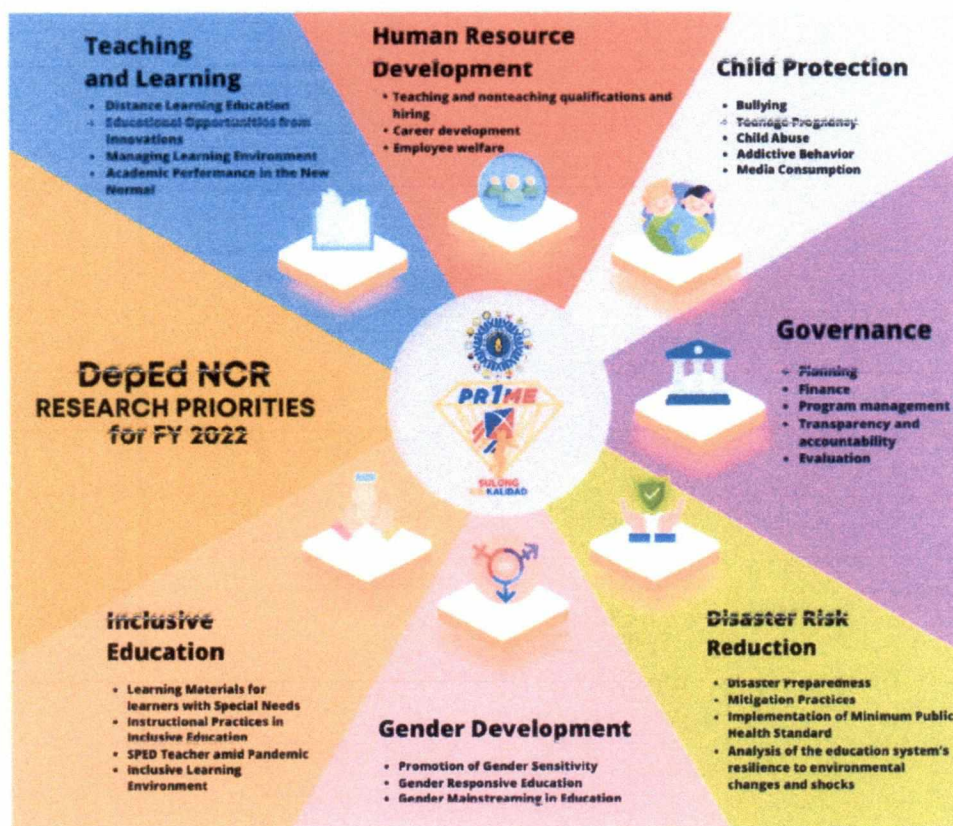


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Enclosure 2 DepEd NCR Research Priorities

2022 DepEd NCR Research Priorities



For suggested research topics, access:
<https://bit.ly/ResPrior2022>



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Enclosure 3 BERF FORMS AND CHECKLIST

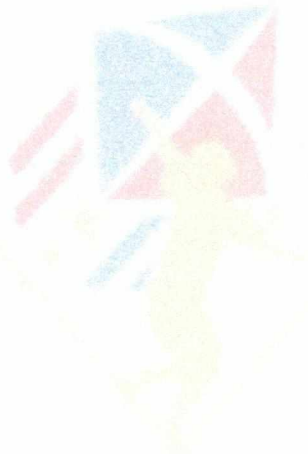
DNCR-F-PPR-004/R0/01112019

ACTION RESEARCH PROPOSAL TEMPLATE

GENERAL INSTRUCTIONS (read me):

- Fill out the information requested completely.
- Research parts are indicated with description to serve as guide. **Please do delete all the highlighted (with gray color) part once you are done filling out the template.**
- Use A4 size of bond paper for hard and soft copy.
- Save the file in a PDF format. Use the file name template: **(2022-SDO) BASIC RESEARCH PROPOSAL – LAST NAME, FIRST NAME** (use only the name of the lead proponent).
- Submit this form to your Division Research Coordinator (for division/district/school research).

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LEAD PROPONENT	(LAST NAME, FIRST NAME, MIDDLE INITIAL)
MEMBER	(LAST NAME, FIRST NAME, MIDDLE INITIAL)
MEMBER	(LAST NAME, FIRST NAME, MIDDLE INITIAL)
TITLE OF RESEARCH	
TYPE OF RESEARCH	ACTION RESEARCH
DIVISION	

CONTEXT AND RATIONALE

- In one to two paragraphs, introduce the general area to be addressed by the study. Use the description to create a sense of interest in the topic.
- In three to four paragraphs, reveal the real problem/s and show why it is urgent to solve them. Use factual data (obtained by researcher's observation or quoted from valid references) to support the urgency of carrying out studies to solve the problem. Relevant results of previous research are also good to write here.
- The last paragraph should bring up a very strong foundation and rationale of the study
- Discussion should be deductive from macro to micro concepts leading to the problem
- Third person pronouns should be used
- Ideas must be connected using linking devices and transitions.
- Citing some references and sentences from published materials should be limited up to three references only
- Single indention for every paragraph

ACTION RESEARCH QUESTIONS

- Identify the problem/s which will be addressed by the research in terms of investigating or testing an idea; trying out solutions to a problem; creating new procedure or system; explaining phenomena; or a combination of any of these.
- The general aim of the study should be stated first followed by the specific research questions.
- It should start from stating a question for establishing the baseline idea as to the reasons why a research is conducted followed the integration of the proposed intervention or the solutions to be undertaken and the last question should be the plan of actions/proposed activities for further actions or enhancement of study/program.

PROPOSED INNOVATION, INTERVENTION AND STRATEGY



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- Idea
- Problem
- Procedure/system
- Solution
- Phenomenon
- Combination of any of these that were used to solve the research problem
- The proposed intervention/strategy should be based on previous studies along with your experiences
- 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.

ACTION RESEARCH METHODS

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

- The details should be provided as to who will participate in the research; specific number of people and the characteristics of those who will participate in the research; and how will the sample be selected and recruited.
- If the researcher intends to utilize a sample, the sampling design/procedure has to be indicated.
- Details are provided about the target participants (e.g. number, characteristics, sampling procedure, if any) and/or other sources of data and information. Mention the clear rationale for their inclusion in the study given.

B. 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



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ACTION RESEARCH WORK PLAN AND TIMELINES

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

COST ESTIMATES

COST ESTIMATE GUIDELINES:

Eligible and Non-Eligible Activities and Expenditures

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 (such as postpaid plan, prepaid load, electronic reloading, internet subscription fee, and other emerging method/technology)
 - 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



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- Office rental
- All overseas travel and all items not included in the approved research proposal

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

PLANS FOR DISSEMINATION AND UTILIZATION

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

REFERENCES

*Please follow the APA format



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SUBMITTED BY: (Signature over printed name)	

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BASIC RESEARCH PROPOSAL TEMPLATE

GENERAL INSTRUCTIONS (read me):

- Fill out the information requested completely.
- Research parts are indicated with description to serve as guide. **Please do delete all the highlighted (with gray color) part once you are done filling out the template.**
- Use A4 size of bond paper for hard and soft copy.
- Save the file in a PDF format. Use the file name template: **(2022-SDO) BASIC RESEARCH PROPOSAL – SURNAME, FIRST NAME** (use only the name of the lead proponent).
- Submit this form via email to Schools Division Research Committee (for division/district/school research) in **three copies. Zip this file together with the other research forms.**

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Email Address: nar@deped.gov.ph
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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	
TYPE OF RESEARCH	BASIC RESEARCH
DIVISION	Choose an item.

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
- Related theories, articles, news, etc.
- Major findings, problems identified, recommendations, and questions raised on previous researches
- Main points of view and controversies
- Critical evaluation of these views, their strengths and weaknesses;
- What research still needs to be done
- What knowledge gaps remain that the study will aim to fill

RESEARCH QUESTIONS

- The problem/s or questions which will be addressed or answered by the research, respectively.

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
- Variables outside the control of the researcher/s

RESEARCH METHODOLOGY

A. Sampling

- Research respondents and other group or individuals involved in the study
- Number of involved



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- Characteristics of the participants/sample
- Sampling procedure

B. Data Collection

- Research instruments used
- 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	M on th 1	M on th 2	M on th 3	M on th 4	M on th 5	M on th 6	M on th 7	M on th 8	M on th 9	M on th 10	M on th 11	M on th 12
1.												
2.												
3.												
4.												
5.												
6.												

****Shade the corresponding month per activity**

***Add rows if necessary**



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COST ESTIMATES

COST ESTIMATE GUIDELINES:

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- 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 (such as postpaid plan, prepaid load, electronic reloading, internet subscription fee, and other emerging method/technology)
 - ☐ 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

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



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4.	Choose an item.		PHP 0.00
5.	Choose an item.		PHP 0.00
TOTAL			PHP 0.00

*add rows if necessary

PLANS FOR DISSEMINATION AND UTILIZATION

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

*add rows if necessary

REFERENCES

*Please follow the APA format

SUBMITTED BY: (Signature over printed name)	



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DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

GENERAL INSTRUCTIONS (read me):

- Fill out the information requested completely.
- Research parts are indicated with description to serve as guide. **Please do delete all the highlighted (with gray color) part once you are done filling out the template.**
- Use A4 size of bond paper for hard and soft copy.
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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.
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 DO 16, s. 2017.
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 for any conflict of interest which I have intentionally concealed.

Name and Signature of Lead Proponent

Click or tap to enter a date.

Date

Name and Signature of Proponent

Click or tap to enter a date.

Date

Name and Signature of Proponent

Click or tap to enter a date.

Date



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Republic of the Philippines
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NATIONAL CAPITAL REGION

DNCR-F-PPR-005/R0/01112019

DECLARATION OF ANTI-PLAGIARISM

General Instructions(read me):

- Fill up the information requested completely.
- Use A4 size of bond paper.
- **Please do delete all the highlighted (with gray color) part once you are done filling up the template.**
- Save the file in a PDF format or if filled up using a pen, scan and save in PDF format. Use the file name template: **(2021-SDO) ANTIPLAGIARISM – SURNAME, FIRST NAME** (use only the name of the lead proponent).
- Submit this form via email to Schools Division Research Committee (for division/district/school research) in **three copies. Zip this file together with the other research forms.**

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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 or that of the undersigned proponents 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/We further commit that all deliverables and the final research study emanating from this proposal shall be of original content. I/We shall use appropriate citations in referencing other works from various sources. I/We also hereby attest that this research has not yet been finished and is not part of the proponent/s' thesis/dissertation.
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.

Name and Signature of Lead Proponent

Click or tap to enter a date.

Date

Name and Signature of Proponent

Click or tap to enter a date.

Date

Name and Signature of Proponent

Click or tap to enter a date.

Date



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CHECKLIST FOR THE BERF PROPOSAL

TITLE: _____
Name of Lead Proponent: _____ Mobile No. _____
School: _____
Division: _____ E-mail Add: _____
Date of Submission to the SDO: _____

Instructions:

Put a check mark (✓) if you have complied (C), not Complied (NC) and not Applicable (N/A).

No.	Document	C	NC	N/A	Remarks
1	Research Application Form				
2	Basic/ Action Research Proposal Template (10 -12 pages)				
3	Declaration of Absence of Anti-Plagiarism				
4	Declaration of Absence of Conflict of Interest				

Lead Researcher
(Signature Over Printed Name)

Reviewed by:

SEPS for Planning and Research/ Focal Person
(Signature Over Printed Name)



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RESEARCH APPLICATION FORM

GENERAL INSTRUCTIONS:

- Fill out the information requested completely.
- Use A4 size of bond paper.
- **Please do delete all the highlighted (with gray color) part once you are done filling out the template.**
- Save the file in a PDF format. Use the file name template: **(2022-SDO) BERF PROPOSAL – SURNAME, FIRST NAME** (use only the name of the lead proponent)
- Submit this form via email to the Schools Division Research Committee (for division/district/ school research) in **three copies. Zip this file together with the other research forms.**
- Rename the zip folder with all the research forms using the file name template: **(2022-SDO) BASIC RESEARCH PROPOSAL – SURNAME, FIRST NAME(Lead Proponent)**

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH (150 words only)	
RESEARCH CATEGORY (choose <u>only one</u>) ☐ National ☐ Region ☐ Schools Division ☐ District ☐ School (choose <u>only one</u>) ☐ Action Research ☐ Basic Research	THEME OF THE RESEARCH (choose <u>only one</u> main research theme) ☐ Teaching and Learning ☐ Child Protection ☐ Human Resource Development ☐ Governance (choose <u>only one</u> cross-cutting theme, if applicable) ☐ Disaster Risk Reduction Management ☐ Gender and Development ☐ Inclusive Education
FUND SOURCE (e.g. BRF, SFF, others)	AMOUNT



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TOTAL AMOUNT	

*indicate also if proponent will use personal funds

B. PROPONENT INFORMATION

LEAD PROPONENT / INDIVIDUAL PROPONENT

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE: Click or tap to enter a date.	SEX: Choose an item.	POSITION / DESIGNATION:
REGION NATIONAL CAPITAL REGION	DIVISION Choose an item.	SCHOOL/OFFICE ADDRESS
CONTACT NUMBER/S:		EMAIL ADDRESS (preferably DepEd email):
EDUCATIONAL ATTAINMENT	DEGREE TITLE/COURSE	THESIS TITLE / RELATED RESEARCH PROJECT
Choose an item.		
Choose an item.		
Choose an item.		
LANDBANK ACCOUNT NUMBER	LANDBANK BRANCH	
SIGNATURE OF PROPONENT:		



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PROPONENT 2

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE:	SEX:	POSITION / DESIGNATION:
Click or tap to enter a date.	Choose an item.	
REGION	DIVISION	SCHOOL/OFFICE ADDRESS
NATIONAL CAPITAL REGION	Choose an item.	
CONTACT NUMBER/S:		EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE)	DEGREE TITLE/COURSE	THESIS TITLE / RELATED RESEARCH PROJECT
Choose an item.		
Choose an item.		
Choose an item.		
SIGNATURE OF PROPONENT:		

PROPONENT 3

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE:	SEX:	POSITION / DESIGNATION:
Click or tap to enter a date.	Choose an item.	
REGION	DIVISION	SCHOOL/OFFICE ADDRESS
NATIONAL CAPITAL REGION	Choose an item.	



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CONTACT NUMBER/S:		EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE)	DEGREE TITLE/COURSE	THESIS TITLE / RELATED RESEARCH PROJECT
Choose an item.		
Choose an item.		
Choose an item.		
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

Click or tap to enter a date.

Date

Name and Signature of Immediate Supervisor



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Position / Designation

Click or tap to enter a date.

Date

Name and Signature of Immediate Supervisor

Position / Designation

Click or tap to enter a date.

Date

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DNCR-F-PPR-00

RESPONSE TO SUGGESTIONS AND COMMENTS OF RRDC/SDRC

Name of Lead Researcher: _____ SERF Funding Year: _____ Date: _____

Title of Research: _____

Directions: To further improve your research proposal, you need to incorporate the feedback given by the RRDC/SDRC. Type/Write each suggestions/recommendation/comment on the first column, then explain in the second column the action/s you have and write the page and paragraph number/s where the revision was made.

No.	Suggestions/Comments (Type/Write on suggestion/ recommendation/ comment in every number)	Response to the Suggestions/Comments (Explain how you incorporated the suggestion/ recommendation/ comment)	Page Number/Paragraph
1	Example The research instrument identified is inappropriate to measure the level of engagement of parents to students' learning	I have developed a new research instrument on the study of Alonzo (2017) and Romulos (2015), which I will validate through the conduct of pilot testing to establish the psychometrics requirement of the tool validity/reliability of the tool	Page 5, paragraph 3, under research instrument heading
2			
3			
4			
5			

Note: Add more rows when needed.



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DNCF-F-PPR-007/RO/011 | 2019

CHECKLIST FOR INITIAL ASSESSMENT OF RESEARCH PROPOSAL

General Instructions:

- Click the box corresponding to your assessment of the research proposal. Note that the research proposal must have 100% "Yes" to be considered "Passed".
- Use A4 size of bond paper.
- **Please do delete all the highlighted (with gray color) part once you are done filling up the template.**
- Save the file in a PDF format or if filled up using a pen, scan and save in PDF format. Use the file name template: **(2021-SDO) INITIAL ASSESSMENT – SURNAME, FIRST NAME** (use only the name of the lead proponent).



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Eligibility of Proponents		Remark:s
1. Regular/Permanent teaching and non-teaching personnel of DepEd		Yes ☐ No ☐
2. Proponent/s have no pending administrative case		Yes ☐ No ☐
3. Proponent/s have not yet availed of the grant for the given year		Yes ☐ No ☐
4. There is a maximum of three (3) research teams for group proposal		Yes ☐ No ☐
5. Completed BERF research from the previous year/s (if applicable)		Yes ☐ No ☐
6. Not blacklisted (those involved in incomplete previous BERF research)		Yes ☐ No ☐
Assessment		Remark:s
1. Complete documentary requirements as prescribed during the call for proposals: A. Accomplished Research Application Template B. Accomplished Basic/Action Research Proposal Template C. Accomplished Declaration of Anti-Plagiarism Template D. Accomplished Declaration of Absence of Conflict of Interest		☐ Yes ☐ No
2. There is NO conflict of interest in personal and professional aspects, which may influence the impartiality of the parties concerned, whether the proponent or the research manager		☐ Yes ☐ No
3. Conformance to research ethics		☐ Yes ☐ No
4. Does not exceed the maximum amount of research grant		☐ Yes ☐ No
5. Alignment of research topic with the national and regional Basic Education Research Agenda		☐ Yes ☐ No
6. Cost estimates within the existing accounting and auditing rules and regulations		☐ Yes ☐ No

Note: Attached this in the front page of research proposals for guidance for REIDC/SDRC research evaluators

Assessment Results:

☐ Passed

☐ Need to return because of:

Assessed by: Signature over printed name
Date Assessed: MM/DD/YYYY



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SCORING CHECKLIST FOR APPRAISING BASIC RESEARCH PROPOSALS

General Instructions:

- Fill up the information requested completely.
- Rate the research paper based on the criteria and write your comments or suggestions if you have any.
- Save the file in a PDF format. Use the file name template: **(2021-SDO) APPRAISING BASIC RESEARCH – SURNAME, FIRST NAME** (use only the name of the lead proponent).

Research Title:

SDO:

Lead Proponent:

Main Criteria	low  high				Score	Comments or Suggestions
Rationale (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 or 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)	



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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 of 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 inconsistent. (10 points)			
Main Criteria	Sub-criteria	low high			Score	Comments or Suggestions	
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,	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)			





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			documents, secondary data, others) (5 points)			
	Data Gathering Method(s) and Research Instruments (20)	Not described (no points)	The research proposal presents a general description of how the gathered data/information will be analyzed (5 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 proposals explains why the data gathering methods are suited to the nature and purpose of the study. The data gathering methods	
	Data Analysis Plan (10)	Not stated (no points)	The research proposal presents a general description of 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)	
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. The overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken. (10 points)		



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Cost Estimates		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	

Evaluated by:

RRIDC/ SDRC TWG

(Signature over printed name)

Note to secretariat:

I. To get the average score:

$$\frac{1^{\text{st}} \text{ evaluator score} + 2^{\text{nd}} \text{ evaluator score} + \dots + \text{nth evaluator score}}{\text{No. of evaluators}}$$

No. of evaluators



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Decision box

Score	Decision
Less than 70%	Disapproved
70 % or higher	Approved

- 2 Take note of the comments and suggestions of RRDC/SDRC from the above scoring checklist to be listed in the 1st column of "Response to Suggestions and Comments of RRC/SDRC Committee".

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SCORING CHECKLIST FOR APPRAISING BASIC RESEARCH PROPOSALS

General Instructions:

- Fill up the information requested completely.
- Rate the research paper based on the criteria and write your comments or suggestions if you have any.
- Save the file in a PDF format. Use the file name template: **(2022-SDO) APPRAISING BASIC RESEARCH – SURNAME, FIRST NAME** (use only the name of the lead proponent).

Research Title:

SDO:

Lead Proponent:

Main Criteria	low high				Score	Comments or Suggestions
Rationale (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 or 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)



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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 of 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 inconsistent. (10 points)		
Main Criteria	Sub-criteria	low high			Score	Comments or Suggestions
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,	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)		



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			documents, secondary data, others) (5 points)			
	Data Gathering Method(s) and Research Instruments (20)	Not described (no points)	The research proposal presents a general description of how the gathered data/information will be analyzed (5 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 proposals explain why the data gathering methods are suited to the nature and purpose of the study. The data gathering methods	
	Data Analysis Plan (10)	Not stated (no points)	The research proposal presents a general description of 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 or 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)	
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. The overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken. (10 points)		



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Cost Estimates		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	

Evaluated by:

RRIDC/ SDRC TWG

(Signature over printed name)

Note to secretariat:

1. To get the average score:

1st evaluator score + 2nd evaluator score + ... + nth evaluator score

No. of evaluators



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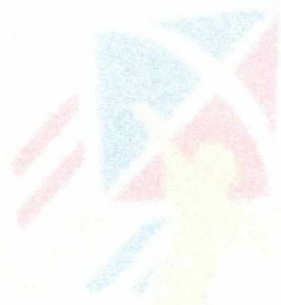
DNCR-F-PPR-008/P0/01112019

Decision box

Score	Decision
Less than 70%	Disapproved
70 % or higher	Approved

- 2 Take note of the comments and suggestions of RRDC/SDRC from the above scoring checklist to be listed in the 1st column of "Response to Suggestions and Comments of RRC/SDRC Committee".

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