



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 30 2025

MEMORANDUM
No. 038, s.2025

**2025 CALL FOR THE SUBMISSION OF RESEARCH PROPOSALS FOR THE
BASIC EDUCATION RESEARCH FUND (BERF), INTERIM GUIDELINES,
AND REGIONAL RESEARCH PRIORITIES**

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

1. Attached is **Regional Memorandum No. 056 s. 2024** dated **January 20, 2025**, 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 paragraphs 2, 3, 4, and the enclosures of the aforementioned issuance.
3. The deadline for submission or uploading of the evaluated research proposals to the Division Office by the Schools Research Committee (SRC) is on or before **February 28, 2025**, through this link <https://bit.ly/M07-2025-BERF-PROPOSAL>.
4. The file names should follow these formats:

Checklist for BERF Proposal	: Checklist_LastName_FirstName
Research Application Form	: Application_LastName_FirstName
Action/Basic Research Proposal	: Proposal_LastName_FirstName
Declaration of Anti-Plagiarism	: Anti-Plagiarism_LastName_FirstName
Declaration of Absence of Conflict of Interest	: Absence_LastName_FirstName
Free Plagiarism Checker Report	: Checker_LastName_FirstName
5. 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) at 8829-23-08 loc. 120 or via an e-mail address, sdomuntinluparesearch002@deped.gov.ph.

NUM-2025-038

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Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

6. Immediate and wide dissemination of this Memorandum is desired


VIOLETA M. GONZALES

Asst. Schools Division Superintendent
Officer-in-Charge

 Office of the Schools Division Superintendent

Enclosure: as stated
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

RESEARCH
POLICY
GUIDELINES

PRA/DM/2025 Call for the Submission of Research Proposals for the Basic Education Research Fund (BERF), Interim Guidelines
and Regional Research Priorities

038 / January 24, 2025

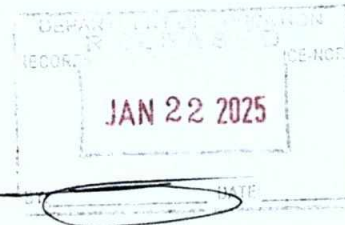
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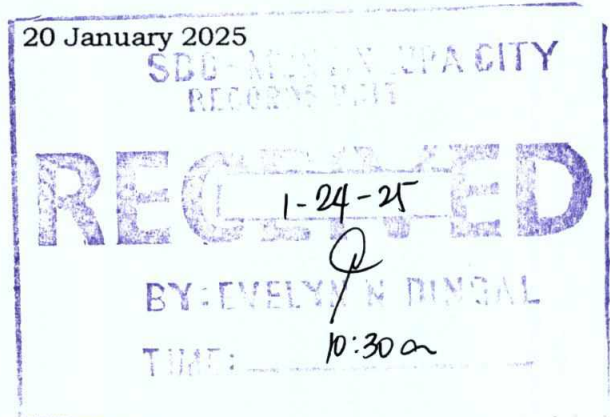
Republic of the Philippines
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REGIONAL MEMORANDUM

No. 056, s. 2025

To: Assistant Regional Director
Functional Division Chiefs
Schools Division Superintendents
All Others Concerned



**2025 CALL FOR THE SUBMISSION OF RESEARCH PROPOSALS FOR THE
BASIC EDUCATION RESEARCH FUND (BERF), INTERIM GUIDELINES,
AND REGIONAL RESEARCH PRIORITIES**

1. Pursuant to DepEd Order no. 16, s. 2017 re: Research Management Guidelines (RMG), and DepEd Order no. 026, s. 2021 re: Amendment to DepEd Order no. 16, s. 2017, this Office through the Policy, Planning and Research Division (PPRD), and the Regional Research Committee (RRC) calls for the submission of research proposals for the BERF 2025 cycle.
2. This aims to gather relevant research from the field that can be used by the Department to promote evidence-based decision-making, policy and program development and implementation, and to strengthen the culture of research.
3. Interested researchers may access the templates and forms through this link: **bit.ly/NCRBERFForms** and shall submit proposals to their respective Research Coordinators for evaluation. Refer to DO no. 16, s. 2017 for detailed guidelines. The deadline of the submission of pre-evaluated research proposals to the RRC by the Division Research Coordinators (DRCs) is on **March 12, 2025, 11AM** through this OneDrive link: **bit.ly/BERF2025**.
4. Please refer to the following enclosures for your information and guidance:
 - (1) Interim Guidelines; and
 - (2) Regional Research Priorities
5. For queries and clarifications, please contact your Division Research Coordinator or Mr. Vergel Jairus J. Emas, Regional Research Coordinator through this email: research.ncr@deped.gov.ph.



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Website: depedncr.com.ph





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6. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

JOCELYN DR. ANDAYA
Regional Director, NCR
concurrent Officer-in-Charge
Office of the Assistant Secretary for Operations

Encl.: as stated

References: DO 16, s. 2017 and DO 026, S. 2021

To be indicated in the Perpetual Index
RESEARCH EDUCATION

PPRD/JAI – 2025 Call for the Submission of Research Proposals for the Basic Education Research Fund (BERF), Interim Guidelines, and Regional Research Priorities

January 20, 2025



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Enclosure 1

Interim Guidelines on the 2025 Basic Education Research Fund

1. Eligibility and Memorandum of Agreement

- (a) Interested researchers should be a regular/permanent, teaching, teaching-related, and non-teaching personnel of DepEd region, division, and schools,
- (b) Certificate of No Pending Case must be provided, and the Memorandum of Agreement must be accomplished after the release of the Regional Memorandum with the list of qualifiers

2. Each division is divided into clusters and shall submit research topics based on the specific Regional Research Priorities. Refer to the table below for the clusters and priorities and enclosure 2 for the specific Regional Research Priorities.

Cluster	Regional Research Priorities
CAMANAVA (Caloocan City, Malabon City, Navotas City, Valenzuela City)	1, 2, 5
MUNTAPARLAS (Muntinlupa City, Taguig City and Pateros, Parañaque City, Las Piñas City)	2, 3, 5
PAMAMARISAN (Pasig City, Mandaluyong City, Marikina City, San Juan City)	3, 4, 5
PAMAMAZON (Pasay City, Makati City, Manila City, Quezon City)	4, 1, 5

Research topics not aligned with the assigned priorities will be automatically disapproved.

3. Number of Research Submissions and Timeline

Each Division may submit a maximum of three (3) Action Research proposals and one (1) Basic Research proposal following the maximum timeline below:

Maximum Timeline:

Action Research: from May to end of October 2025 only

Basic Research: from April to March 2026 only

Suggested General Activities:

May: Preparation and Writing of research

June to September: Implementation

September to October: Interpretation, Finalization and Completion

Be specific in writing your timeline from preparation to dissemination in your proposal.

4. Interested researchers must prepare a maximum of 10 to 12 pages of research proposals using only the proposal template and submit them to the DRC. Forms and templates can be accessed through this link **bit.ly/NCRBERFForms** under BERF Forms folder using DepEd email:

- 1.1 Checklist for BERF Proposal
- 1.2 Research Application Form
- 1.3 Basic Research Proposal Template
- 1.4 Action Research Proposal Template



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- 1.5 Declaration of Anti-Plagiarism
- 1.6 Declaration of Absence of Conflict of Interest
- 1.7 Scoring Checklist for Appraising Basic Research Proposals (for Research Committee Evaluators), and
- 1.8 Scoring Checklist for Appraising the Action Research Proposals (for Research Committee Evaluators).

Note: Inability to use the correct form/template will be a cause for an immediate disapproval

5. Cost Estimates and Tranches

(a) Cost estimates should be detailed

e.g.:

Activity	Eligible Expenditures	Quantity	Cost
1. Meals for the FGD	Lunch	25 pax x Php250	Php 6,250.00
	PM Snacks	25 pax x Php70	Php1,750.00
2. Purchase of supplies and materials	Supplies and Materials	2 reams of bond papers x Php400 = Php800.00 10 pcs of envelope x Php10.00 = Php100.00	Php900.00
Total			Php8,900.00

(b) Cost estimates may be adjusted, slashed and can be a reason for research proposal disapproval

(c) Refer to the RMG for eligible and non-eligible expenses

(d) Tranches

Action Research costs and tranches can either be:

- (1) Php5,000.00 to Php30,000.00 – Two (2) Tranches, or
- (2) Php4,999.00 and below – One (1) Tranche

Basic Research costs and tranches can be:

- (1) School Research: Php5,000.00 to Php30,000.00 – Two (2) Tranches,
- (2) District/Division/Region: Php5,000.00 to Php150,000.00 – Three (3) Tranches, and
- (3) Php4,999.00 and below – One (1) Tranche

6. All research proposals from the Schools, Division, and Region are for evaluation and not automatically approved. Evaluation will be based on the completeness of documentary requirements, Scoring Checklist results, and research implementation prioritization that is anchored in this fiscal year's Regional Research Priorities. Incomplete documentary requirements will not be included for the selection of RRC. Below are the list of documentary requirements for submission to the RRC.

Documentary Requirements in PDF format	Persons-in-Charge
Checklist for BERF Proposal	Lead Researcher, DRC
Research Application Form	Researchers, Immediate Supervisor
Action/Basic Research Proposal	Researcher/s



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Declaration of Anti-Plagiarism	Researcher/s
Declaration of Absence of Conflict of Interest	Researcher/s
Free Plagiarism Checker Report (showing the status of plagiarism in the submitted research proposal)	Researcher/s
Scoring Checklist for Appraising Action/Basic Research Proposals	Division Research Coordinator/ Schools Division Research Committee

7. Interested Regional Office Personnel (ROP) shall submit their research proposals to PPRD through this email: research.ncr@deped.gov.ph until **February 21, 2025**. Research Application Form shall be signed by the Functional Division Chiefs or Unit Heads.

8. Interested Division Office Personnel or School Personnel shall submit to their Schools Division Research Committee (SDRC) and School Research Committee (SRC) for the schools with SRC on the date that they have specified.

9. Only research proposals that met the minimum score of 70% shall be considered. All documentary requirements shall be accomplished and signed. Documents without signatures are automatically disapproved.

10. The Division Research Coordinators (DRCs) shall upload research proposals that met the minimum score of 70%. All documentary requirements must be signed, accomplished and uploaded in a separate file, do not combine in one file. Folders and BERF Progress Monitoring Mechanism (BPMM) encoding can be located in this OneDrive link: bit.ly/BERF2025 by the DRC, encoding and uploading is until **March 12, 2025, 11AM** only. Uploading and Encoding will be locked after the due date and time, incomplete documents will not be included in the evaluation.

11. The DRC shall complete the filling up of the Online Excel: **BERF Progress Monitoring Mechanism** (BPMM) based on the content on the Research Application Form.

12. The DRC shall consolidate and submit only the research proposals that achieved the minimum score of 70%. The DRC shall follow this format in uploading:

- create an individual researcher's folder for each researcher in the specific Division folder; Action Research or Basic Research, using this **folder** name format: **LastName_Action** for action research proposal or **LastName_Basic** for basic research proposal,
- upload all documentary requirements listed in number six (6) of this guidelines in each researcher/s' folder. Research Proposals should be named: **Proposal_LastName**, while Research Application Form shall be: **Application_LastName**.



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13. The PPRD secretariat will do the initial evaluation. Then the RRC together with the PPRD secretariat will do the committee evaluation using the following criteria:
- a. completeness of documentary requirements using the correct forms/templates, and encoding in the BPMM,
 - b. alignment to the Regional Research Priorities,
 - d. eligibility of expenditures,
 - e. ethical considerations,
 - f. detailed and clear discussion of the background of the study, framework, methodology, deliverables and plans for dissemination and utilization,
 - g. timeline, and
 - h. budget consideration for BERF 2025 Research Cycle
14. Approved research proposals by the RRC will be included in the Regional Memorandum with the List of Qualifiers and shall; (a) attend the BERF Orientation, (b) Submit the Certification of No Pending Case, and (c) Accomplish and complete the Memorandum of Agreement. Moreover, comments and revisions on approved research proposals will be incorporated into the BPMM which the DRC shall forward to the BERF grantees and provide technical assistance on its incorporation and implementation. A letter of disapproval will be uploaded in each division's OneDrive. Disapproved research can still be resubmitted on the next BERF cycle or to the Division whenever fund is available.
15. Researchers may start implementing their research after the release of the Regional Memorandum with the List of Qualifiers, by April or May 2025. Researchers who will opt out of the implementation shall send a letter to the RRC with an explanation a week after the release of the Regional Memo with Qualifiers. Researchers who will opt out after receiving the grant needs to write a letter of explanation and refund to the RO CASH Unit of DepEd-NCR and give a copy of the letter and receipt to the PPRD secretariat.
15. Release of Funds
- Expected release of first (1) tranche (AR and BR) is May to June 2025
 - Expected release of second (2) tranche (BR) and final tranche (AR) is November to December 2025
 - Expected release of third (3) tranche (BR) is April to May 2026
16. To facilitate the release of funds, grantees shall submit their deliverables to their Division Research Coordinator which will be uploaded in the division OneDrive folder. The DRC will verify the incorporation of comments and suggestions of the RRC and SDRC before uploading in the division OneDrive folder. The PPRD secretariat together with the RRC will review the content before the issuance of the letter of acceptance.
17. The PPRD secretariat, RRC and DRC shall track the progress of all approved research based on the approved work plan and timeline. They should provide technical assistance as needed for the progress monitoring of each researcher. The RRC and SDRC may conduct random visits to the locations of research and discuss with the researchers the status of their research.



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18. Provision of changes on the approved research shall be communicated to PPRD secretariat by a letter addressed to the RRC Chair, Assistant Regional Director, for the approval of the RRC.

19. The DRC will be given until **November 13, 2025, 5PM** for the submission of the Final Output of Action Research and 2nd deliverables of Basic Research, and until **March 13, 2026, 5PM** for the Final Output of Basic Research. Request for extension for Action Research may be requested until at least one (1) month before November 13, 2025 (for AR) or March 13, 2026 (for BR) and may be granted upon the approval of the letter of request for extension. Request made less than a month before the due date is automatically disapproved.

20. Below are the documents for submission for the 2nd tranche deliverables and Final Output:

2nd tranche deliverables:

- (a) Data Collection Activities
- (b) Data Analysis
- (c) Initial Findings

Final Output deliverables for Action and Basic Research:

- (a) Final Output with the correct template – PDF and WORD format
- (b) Free Plagiarism Checker Report (showing the status of plagiarism in the submitted final output)
- (c) Accomplished and Signed Quality Control Checklist (QCC) – PDF format
- (d) Synthesized and Simplified IMRAD format (enclosure 1 in Regional Memorandum ORD No. 800, s. 2024)
- (e) Final Output Hard Copy (1 copy for the Region)



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Enclosure 2

Regional Research Priorities

Priority 1: Keep School-Age Children in School

1. Issues and Concerns on Learners' Drop-out
2. Level of Implementation of Child Mapping
3. Feeding Program and Learners at Risk of Dropping Out
4. Development of Enhanced Guidelines on School-Based Feeding Program
5. Impact of the functionality of classroom and other school facilities in schools engagement of the learners

Priority 2: Improve Foundational Skills of Learners

1. School initiated interventions to improve learning outcome
 - 1.1 Phil-IRI
 - 1.2 TOFAS
 - 1.3 CRLA
 - 1.4 PISA
2. Reading and Numeracy Program
3. Alternative Delivery Mode (ADM) Programs and Digital Education
4. Levels of Achievement of Curriculum Development in DepEd
5. Special Needs Education (SNED) Learners

Priority 3: Capacitate School Heads and Teachers

1. Assessment of Learning and Development (L&D) Program
2. Core and Technical Competencies of teachers and learners
3. Coaching and Mentoring for School Head in terms of Career Stages 3 and 4
4. Leadership Competencies of the School Heads
5. Scholarship Grantees/ and School Performance

Priority 4: Ensure Learner-Centered Environment

1. Learner-centered environment and academic achievement
2. Inclusive Learning Resource, Mental Health Program, and Psychosocial Intervention Programs
3. Gulayan sa Paaralan (GPP) and School-Based Feeding Program (SBFP)
4. Impact of learning environment to academic achievement of learners between Complete and Not Complete Learning Facilities.
5. Learners Rights and Protection, Bullying, Child Abuse, and Safe School in the School

Priority 5: Strengthen Governance

1. Monitoring and Evaluation mechanisms
2. Quality Management System, CSC PRIME HRM, and Organizational Performances
3. Leadership Management
4. Data Utilization Management System
5. Digitization of Systems and Processes



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