

Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan Centro, Tabuk City




DIVISION MEMORANDUM

No. 300 s. 2019

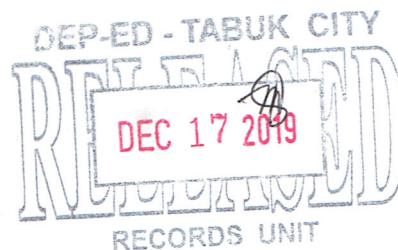
TO: **Teachers and School Heads (Elementary and Secondary)**
Public Schools District Supervisors
Education Program Supervisors
All others concerned

FROM:


IRENE S. ANGWAY
OIC-Schools Division Superintendent

DATE: December 12, 2019

SUBJECT: **Call for Submission of Research Proposals for possible funding under BERF FY 2020**



1. In reference to RM 439.2019, please be informed that the Policy Planning and Research Division (PPRD) of DepEd CAR calls for the submission of research proposals (action research and basic research) for possible funding under the Basic Education Research Fund (BERF) for FY 2020.

2. Hence all research proposals to be implemented for the next school year 2020-2021 from the schools, districts and the division office must be submitted to the Schools Division Research Committee (SDRC) on or before **January 6, 2019** for initial review with the following requirements:

- i. Application form and endorsement of immediate supervisor (Enclosure 1)
 - ii. Anti-plagiarism and absence of conflict of interest declarations (Enclosure 2)
 - iii. Research Proposal (Enclosure 3/ Templates)
- *Cost estimates- should be presented in detail (see sample)

3. All qualified proposals in the division level will be immediately endorsed to the Regional Research Review and Evaluation Committee (RRREC) for approval thru the PPRD not later than January 10, 2019 in **four (4) sets in an A4 brown folder**.

4. All qualified proponents will be notified by PPRD for technical assistance/ coaching and orientation prior to approval of their research proposals.

5. For more inquiries, you may visit the Planning and Research Office or thru email address: deewaii.bagayao@deped.gov.ph.

6. Immediate and wide dissemination of this Memorandum is desired.

Enclosure 1 of Regional Memorandum No. 439.2019

Research Proposal Application Form and Endorsement of Immediate Supervisor

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH <i>(This includes the following: main purpose/objective of the study, participants, data collection, data analysis plan)</i>	
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</u> main research theme) <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</u> cross-cutting theme, if applicable) <input type="radio"/> DRRM <input type="radio"/> Gender and Development <input type="radio"/> Inclusive Education <input type="radio"/> Others (please specify): _____
FUND SOURCE	AMOUNT
BERF	
TOTAL AMOUNT	

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:		
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 3

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:					

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: _____

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 Basic Education Research Fund.

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 Research Management Cycle item ii. a.
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 Basic Education Research Fund for any conflict of interest which I have intentionally concealed.

PROPONENT: _____

SIGNATURE: _____

DATE: _____

¹ Office of Ethics and Compliance, University of California, San Francisco, retrieved from <http://col.ucsf.edu/>

REQUIREMENTS FOR RESEARCH PAPERS

Font style – Arial

Font size – 11

Spacing – double space

Paper size – A4

Margins – Normal (1 inch in all sides)

Folder – A4 brown folder, fastener

Pagination – Upper – right corner

- Titles – center
- Alignment - Left

Title page – includes the title of the study, name/s of proponent, position, school / office, Schools Division Office

Basic Research Proposal	Action Research Proposal
<ul style="list-style-type: none"> • Title Page • Table of Contents <p>Introduction and Rationale</p> <p>Literature Review</p> <p>Research Questions</p> <p>Scope and Limitations</p> <p>Research Methodology</p> <p style="padding-left: 20px;">Research Design</p> <p style="padding-left: 20px;">Sampling</p> <p style="padding-left: 20px;">Data Collection</p> <p style="padding-left: 20px;">Plan for Data Analysis</p> <p style="padding-left: 20px;">Ethical Issues</p> <p>Timetable/Gantt Chart</p> <p>Cost Estimates (with name and signature)</p> <p>Plan for Dissemination and Advocacy</p> <p>References</p> <p>Appendices (letters, data gathering tool/s ex. questionnaires, etc.)</p>	<ul style="list-style-type: none"> • Title Page • Table of Contents <p>Context and Rationale</p> <p>Action Research Questions</p> <p>Proposed Innovation, Intervention and Strategy</p> <p>Action Research Methods</p> <p style="padding-left: 20px;">Research Design</p> <p style="padding-left: 20px;">Participants and/or other Sources of Data and Information</p> <p style="padding-left: 20px;">Data Gathering Methods</p> <p style="padding-left: 20px;">Data Analysis Plan</p> <p style="padding-left: 20px;">Ethical Issues</p> <p>Action Research Work Plan and Timelines</p> <p>Cost Estimates (with name and signature)</p> <p>Plan for Dissemination and Utilization</p> <p>References</p> <p>Appendices (letters, consents and assent form, IIVs, pretest, posttest, etc)</p>

Sample of Cost Estimates

COST ESTIMATES					
A. Supplies and Materials					
Activity	Item	Unit	Quantity	Estimated Cost	Total
Implementation of the study and Preparation of Research Papers, Instructional Materials/Worksheets, and other documents	A4 Bond Paper	ream	10	210.00	2,100.00
	A4 Folder Tagboard with fastener	pc	20	10.00	200.00
	Printer Ink Black	bottle	5	300.00	1,500.00
	Printer Ink Cyan	bottle	2	300.00	600.00
	Printer Ink Magenta	bottle	2	300.00	600.00
	Printer Ink Yellow	bottle	2	300.00	600.00
B. Domestic Travel Expenses					
Coaching and Orientation	MCNHS to bus terminal to Baguio to RO	Back & Forth	1	2,200.00	2,200.00
Submission of deliverables					0.00
	1st deliverables		1	2,200.00	2,200.00
	2nd deliverables		1	2,200.00	2,200.00
	3rd deliverables		1		0.00
Validation of Instruments	MCNHS to Luna NHS to SDO to KSU		1		0.00
Reliability / piloting of Instruments	MCNHS to Luna NHS		1		0.00
Gathering of data	MCNHS to CNHS		2		0.00
	MCNHS to Halya HS to RS HS		2		0.00
C. Food and other incurred expenses during the conduct of research					
Coaching and Orientation	Marag ES, Luna Apayao to RO	meal/s	2	180.00	360.00
Submission of deliverables					
	1st deliverables	meal/s	2	180.00	360.00
	2nd deliverables	meal/s	2	180.00	360.00
	3rd deliverables	meal/s	2	180.00	360.00
Validation of Instruments	MCNHS to Luna NHS to SDO to KSU		1	180.00	180.00
Reliability / piloting of Instruments	MCNHS to Luna NHS		1	180.00	180.00
Gathering of data	MCNHS to CNHS		2	180.00	360.00
	MCNHS to Halya HS to RS HS		2		
D. Reproduction, Printing, and Binding Cost					
Photocopy of questionnaire /worksheets /pretest	7 pages x 1 peso	set	200	7.00	1,400.00
E. Communication Expenses					
During Implementation and Preparation of Research papers and other documents	Cellphone Load		3	300.00	900.00
	Internet Load		3	300.00	900.00
F. Other Expenses					
Coaching and Orientation	Accommodation		1	900.00	900.00
					18,480.00

Prepared by:

JUAN DE LA CRUZ
 Researcher

Name and Signature