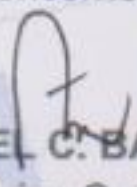




CITY SCHOOLS DIVISION OF ANTIPOLO

ADDENDUM

TO : OIC – Assistant Schools Division Superintendent
OIC Chief – Curriculum Implementation Division
OIC Chief – School Governance and Operations Division
Division Unit/Section Heads
Elementary and Secondary School Heads
Research Enthusiasts
All Others Concerned

FROM :  **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT : **FURTHER INSTRUCTIONS – CALL FOR RESEARCH PROPOSALS
FOR BERF 3RD CYCLE**

DATE : February 23, 2018

In reference to Division UM-093, s. 2018, *Call for Research Proposals for BERF 3rd Cycle*, the attached *DEPED-4A-RM-07-18-113, 3rd Call of Proposals for the 3rd Cycle of the Basic Education Research Fund*, and *DEPED-4A-RA-07-18-005, Further Instructions – Call for Proposals for BERF 3rd Cycle*, are hereby issued for the information and compliance of all concerned.

Widest dissemination of this Addendum is desired.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



DEPED-4A-RM-07-18- 113

TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : *[Signature]*
DIOSDADO M. SAN ANTONIO
Director / N. Kulan / 2-19-2018

SUBJECT : 3rd Call of Proposals for the 3rd Cycle of the Basic Education Research Fund

DATE : February 19, 2018

This office through the Policy, Planning and Research Division (PPRD) hereby calls for the third cycle of research proposals to be funded by the Basic Education Research Fund. Interested researchers must prepare their research proposals based on the format in Research Management Guidelines (DO 16, s. 2017). Downloadable templates are available thru <http://tinyurl.com/BERF-FORMAS-2018>.

Researchers must submit a 10-12 page research proposal (3 hard copies) to the Schools Division Offices c/o the Schools Division Research Committee (SDRC) Secretariat **on or before March 5, 2018**. Further details are shown in the attached flowchart of BERF submission. Soft copies sent through email will not be accepted. Likewise, hard copies sent to the Regional Office not endorsed by the SDRC will not be accepted.

Attached are the flowchart of research proposal submission, initial assessment checklist of research proposal, and the research proposal templates for reference and guidance.

Wide and immediate dissemination of this memorandum is desired.

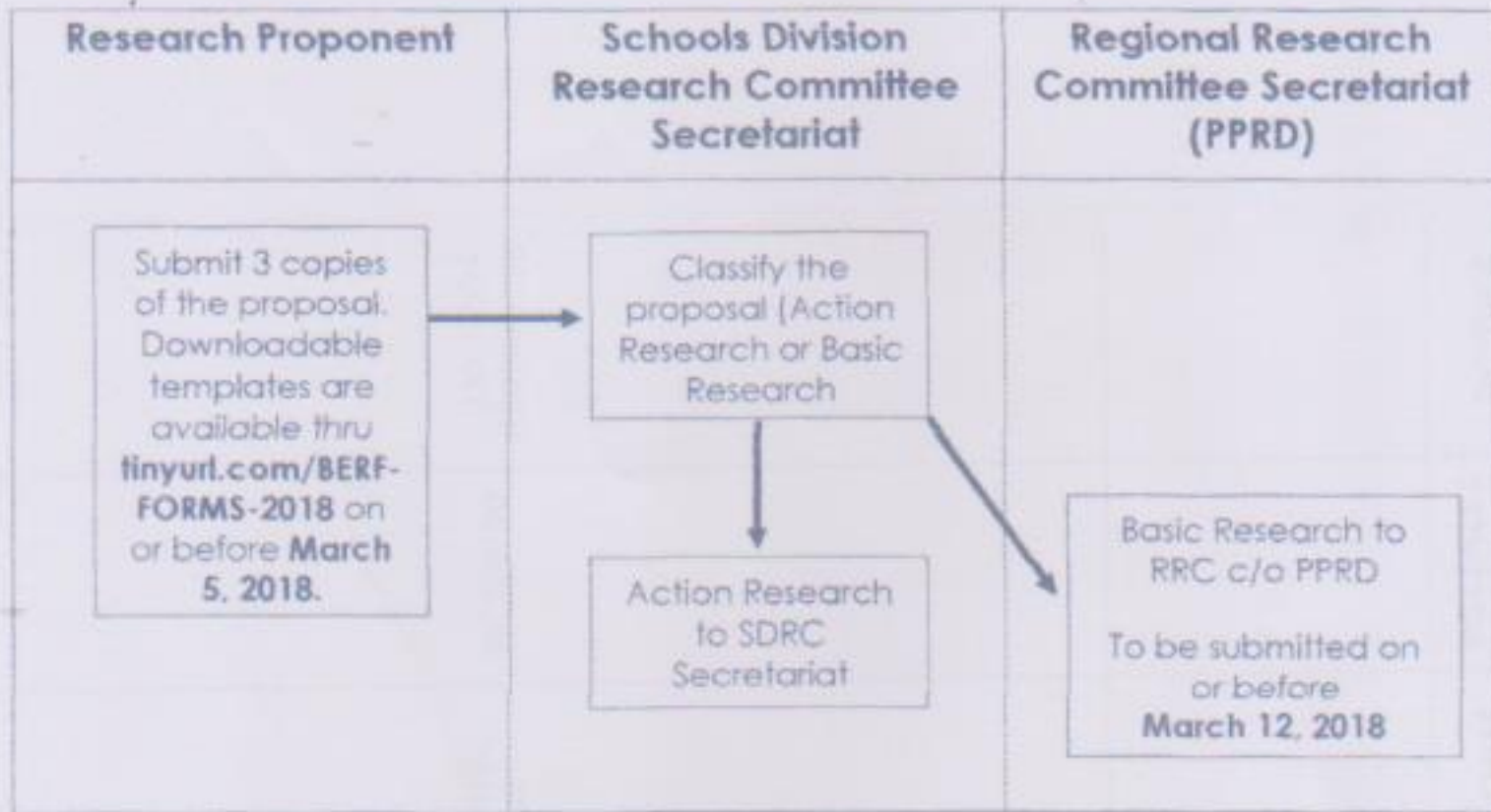


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Facebook: DepEd R-4A Calabarzon
E-mail: region4a@deped.gov.ph



AJA17-0078

FLOW CHART OF RESEARCH PROPOSAL SUBMISSION



Initial Assessment Checklist of Research Proposal

(will be used by the SDRC/RRC Secretariat)

Checklist for Initial Assessment of Research Proposal

Eligibility Criteria		Remarks
Internal to DepEd		
1	Regular/Permanent Teaching and non-teaching personnel of DepEd	
2	Age range from 21 to 60	
3	Salary grade of at least 11	
4	No pending administrative case	
5	At most three members in a team	
External to DepEd		
1	Legal capacity to enter in a contract	
2	Free from insolvency, bankruptcy or similar status	
3	Good track in paying taxes	

Initial Assessment		Remarks
1.	Do not fall within the four BEEF themes (Teaching and Learning, Governance, Child Protection or Human Resource Development)	
2.	With conflict of interest (personal and professional)	
3.	Exceeded the maximum amount of research grant with no provision for cost sharing	
4.	Double-spaced	
5.	Arial font of 11	
6.	Context and Rationale – includes the description and context of the study and the reason for conducting it; how the results could be used in action planning	
7.	Review of Related Literature – focuses on key issues which underlie the action research	
8.	Research questions – identifies 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 a new procedure; explaining a phenomenon; or a combination of any of these	
9.	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	
10.	Sampling – details should be provided about who will participate in the research; number of people and the characteristics of those who will participate in the research; how will the sample be selected and recruited	
11.	Data Collection – the various instruments and procedures for data collection should be outlined and extensively discussed	
12.	Ethical Issues – identification of ethical concerns that could possibly emanate from the conduct of the research, and discussion on how to prevent these from taking place	
13.	Plan for Data Analysis – indicates how the data will be analyzed and reported; it should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research	
14.	Work plan – contains the research timelines- when will the project begin and how long will it take	
15.	Cost Estimates – includes detailed research cost, broken down per research task, activity and/or	
16.	Action Plan – indicate how the results of the action research will be utilized	

ASSESSMENT RESULTS

Passed
 Need to return because of: _____
 Passed
 Need to return because of: _____


ASSESSED BY _____
DATE ASSESSED _____

ASSESSED BY _____
DATE ASSESSED _____

APPROVED: _____
 DATE: _____
 OFFICE: _____

ACTION RESEARCH PROPOSAL TEMPLATE

Downloadable template available at <https://tinyurl.com/BERF-FORMS-2018>

 <p>ISO 9001:2015</p>		<p>BERP ACTION RESEARCH PROPOSAL TEMPLATE Policy Planning and Research Division (07) DEPED-4A-07-GP072004-17</p>		
DOCUMENT NO.	REVISION NO.	REVISION DATE	DATE	PAGE
	1.1	0.1	3 August 2017	Page 1 of 3

LEAD PROPONENT	(SURNAME, FIRST NAME, MIDDLE INITIAL)
MEMBER	(SURNAME, FIRST NAME, MIDDLE INITIAL)
MEMBER	(SURNAME, FIRST NAME, MIDDLE INITIAL)
TITLE OF RESEARCH	
DIVISION	
BERP CYCLE <small>(include one)</small>	<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

 <p>ISO 9001:2015</p>			<p>BERP ACTION RESEARCH PROPOSAL TEMPLATE Policy, Planning and Research Division (07) DEPED-4A-07-GF072/04-17</p>	
DOCUMENT NO.	VERSION NO. 1.1	REVISION NO. 0.1	DATE 3 August 2017	Page 2 of 2

Action Research Questions:

- Identify the problem/s which will be addressed by the research
o (DO 43, 3.2015)

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>State the corresponding tasks per activity Address, if necessary</i>	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1.						
2.						
3.						
4.						

 ISO 2015			BERF ACTION RESEARCH PROPOSAL TEMPLATE Policy, Planning and Research Division (07) DEPED-4A-07-GP072004-17	
DOCUMENT NO.	VERSION NO.	REVISION NO.	DATE	PAGE NO.
	1.1	1.1	3 August 2017	Page 2 of 3

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 row if necessary)</i>						
1.						
2.						
3.						
4.						
5.						


REFERENCES

*Please follow the APA format

SUBMITTED BY: (signature over printed name)	

BASIC RESEARCH PROPOSAL TEMPLATE

Downloadable template available at <https://tinyurl.com/BERF-FORMS-2018>

 <p>ISO 9001:2015</p>		<p>BERF BASIC RESEARCH PROPOSAL APPLICATION TEMPLATE</p> <p>Policy Planning and Research Division (07)</p> <p>DEPED-4A-07-GF072003-17</p>		
DOCUMENT NO.	VERSION NO.	REVISION NO.	DATE	Page 1 of 2
	1.1	01	3 August 2017	

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 (include one)	<input type="checkbox"/> 2 nd CYCLE BATCH 1 (June 2016); <input type="checkbox"/> 2 nd CYCLE BATCH 2 (February 2017);

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

 ISO 9001:2015		BERF BASIC RESEARCH PROPOSAL APPLICATION TEMPLATE Policy, Planning and Research Division (PPR) DEPED-4A-07-G/672003-17		
DOCUMENT NO.	VERSION NO.	REVISION NO.	DATE	Page 2 of 2
	1.1	0.1	3 August 2017	

- Characteristics of the participants/sample
- 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 (i) right to conduct a study or investigation to answer a question;
- 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.						

**Indicate the corresponding month per activity

*Add rows if necessary

Plans for Dissemination and Utilization

			BERP BASIC RESEARCH PROPOSAL APPLICATION TEMPLATE Policy, Planning and Research Division (07) DEPED-4A-07-0F072091-17	
DOCUMENT NO.	VERSION NO.	REVISION NO.	DATE	PAGE
	1.1	01	3 August 2017	Page 2 of 2

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)	

Handwritten watermark: CALYPSO

COST ESTIMATES APPROVAL FORM TEMPLATE

Downloadable template available at <https://tinyurl.com/BERF-FORMS-2018>

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

TITLE OF RESEARCH	
TYPE OF RESEARCH <i>(please cross out)</i>	<input type="checkbox"/> ACTION RESEARCH <input type="checkbox"/> REGIONAL/DIVISION/DISTRICT RESEARCH
BERF CYCLE	3 RD BERF CYCLE (2018)
ACCOUNT NAME <i>(Lead proponent)</i>	
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

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

To be filed out by the BERF Grantee

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

To be filed out by RRC Member