



Republic of the Philippines
Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON

January 3, 2022

DIVISION MEMORANDUM

No. 01 s. 2022

CALL FOR RESEARCH PROPOSALS FOR CY 2023 FUNDING

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Education Program Supervisors and Division Coordinators
 Public Schools District Supervisors and OIC-PSDSs
 Public Elementary School Heads
 Public Secondary School Heads
 All others concerned

- To promote a culture of research, encourage more educational researches, and support deserving researchers in the Division, this Office hereby announces the advance call for Research Proposals which will be endorsed for funding through the CY 2023 Basic Education Research Fund (BERF) or other fund sources including, but not limited to local funds and Special Education Fund (SEF), as stipulated in DepEd Order number 16 series of 2017.
- Research proposals must be aligned to the Basic Education Research Agenda (DepEd Order No. 39, series 2016) or to the Basic Education Regional Research Agenda – STARSS (Regional Memorandum No. 60, series of 2021).
- In conformance to the Research Management Guidelines of DepEd Order number 16, series of 2017, the following documents and attachments are required:

- ✓ Action or Basic Research Proposal manuscript with the following parts:

| Basic Research | Action Research |
|--|---|
| Introduction and Rationale | Context and Rationale |
| Literature Review | Action Research Questions |
| Research Questions | Proposed Innovation, Intervention & Strategy |
| Scope and Limitations | Action Research Method |
| Research Methodology | <ul style="list-style-type: none"> Participants and Other Sources of Data & Other Info |
| <ul style="list-style-type: none"> Sampling | <ul style="list-style-type: none"> Data Gathering Methods |



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|-----------------------------------|--------------------------------------|
| • Data Collection | • Data Analysis Plan |
| • Ethical issues | Action Research Work Plan & Timeline |
| • Plan for Data Analysis | Cost Estimates |
| Timetable/ Gantt Chart | Plan for Dissemination & Utilization |
| Cost Estimates | Reference/s |
| Plan for Dissemination & Advocacy | Sample Research Instruments |
| Reference/s | |
| Sample Research Instruments | |

The research proposal must be in *short size bond paper*, use the *Arial* font size 12 and must have 22 to 23 lines per page. *One-inch margins* all sides shall be used, with a *0.5-inch gutter* positioned on the *left side*.

- ✓ Annex 1 (DO 16 s.2017): Research Proposal Application Form and Endorsement of Immediate Supervisor
 - ✓ Annex 3 (DO 16 s.2017): Declaration of Anti-Plagiarism and Absence of Conflict of Interest
4. The budget cap for **Action Research** proposals is PHP 15,000 while **Basic Research** proposals' budget is capped at a maximum of PHP 70,000. These figures must be reflected in the submitted documents. The scope of the Action Researches will be limited to one school only while Basic Researches must include a minimum of 2 schools or districts.
 5. All timetables must be set to Calendar Year 2023. Action Researches are given six (6) months while Basic Researches are given twelve (12) months to complete the study.
 6. Interested researchers must submit the hard copy of their proposals to the Office through the records section from **January 3, 2022 to March 31, 2022 only**. Researchers are also required to fill-up an online form and submit soft copies of the documents through the link <https://bit.ly/2023berf>.
 7. All submitted research proposals will be reviewed by the Schools Division Research Committee (SDRC) using the Annex 4.a and Annex 4.b of DO 16 s. 2017. From the reviewed and appraised Research proposals, the SDRC will announce a ranked list of **Qualified Research Proposals**.



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- The list as well as the schedule of the meeting of the SDRC will be announced through a separate issuance.
8. All researchers shall be notified if their proposals were in the ranked list or not, through the DepEd email they provided during the online submission.
 9. The ranked list of Qualified Research Proposals shall be utilized by the Division when the Regional Research Committee announces their call for Research Proposals under the 2023 BERF grant mechanism. The list shall also be used for determining qualified studies to be funded using other fund sources available, as guided by DO 16, s. 2017.
 10. The order of funding of qualified research proposals will follow the ranking order of the research titles while considering the availability of funding mechanisms.
 11. Expenses incurred in the conduct of this activity shall be charged to the Division Local Funds/ MOOE subject to the usual accounting and auditing rules and regulations.
 12. Immediate & widest dissemination and compliance of this Memorandum are directed.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 



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