



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

January 3, 2023

DIVISION MEMORANDUM

No. 001 s. 2023

CALL FOR RESEARCH PROPOSALS FOR ENDORSEMENT TO CY 2024 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 research, 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 2024 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



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• Sampling	• Data Gathering Methods
• 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: -Training Design -Work Plan -M&E
Cost Estimates	Reference/s
Plan for Dissemination & Advocacy: -Training Design -Work Plan -M&E	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 (double-spacing). *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 2024. 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 9, 2023 to March 31, 2023 only**. Researchers are also required to fill-up an online form and



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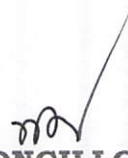


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submit soft copies of the documents through the link <https://bit.ly/2024berf> or by scanning the QR shown.



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. A copy of the DepEd Order and other resources is available at the link <https://bit.ly/PRSdownload>
8. Qualified Research Proponents will be notified through the contact number and DepEd email they provided during the online submission.
9. Since funds for the research grants are not within the Division Office, the SDRC can only endorse qualified proposals, subject to the guidelines provided in DO 16, s. 2017.
10. Expenses incurred in the conduct of this activity shall be charged to the Division Local Funds/ MOOE/ SEF subject to the usual accounting and auditing rules and regulations.
11. Immediate & widest dissemination and compliance of this Memorandum are directed.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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