



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

April 12, 2023

DIVISION MEMORANDUM

No. 119 s. 2022

E-TAKWAT WAT KEN SUKISOK: 1ST CALL FOR THE SUBMISSION OF RESEARCH PROPOSALS FOR FUNDING UNDER THE BASIC EDUCATION RESEARCH FUND (BERF) AND NON- BERF

To: Asst. Schools Division Superintendent
CES CID, SGOD, AOV Admin
SEPS P&R
All School Heads
All Persons Concerned

1. Relative to the Regional Memo No. 160, s. 2023 titled, "1ST Call for Submission of Research Proposals for Funding under the Basic Education Research Fund (BERF)", the Planning and Research Section calls for the submission of **BERF** on or before **April 21, 2023** and **Non- BERF** Research Proposals on or before **the last Fridays of the quarters.**
2. 1 hard copy of the research proposal should be submitted with the following:
 - a. application form and endorsement of Immediate Supervisor (enclosure 3)
 - b. Anti- plagiarism and Absence of Conflict- of- Interest Declarations. Follow strictly the research guidelines.
3. All proposals submitted will be reviewed and screened by the Schools Division Research Committee (SDRC). **Only proposals with the approval of the chairman of the SDRC will be implemented. The target implementation of the approved BERF will be July 2023 to give ample time for the approval and evaluation of the Regional Research Committee. While the non- BERF will be next school year.**
4. BERF applications that passed the screening by the Schools Division Research Committee (SDRC) will be endorsed to the Regional Office on or before **April 28, 2023.** Proponents will be notified.
5. Guidelines and templates are in the enclosures.
6. For inquiries, please contact the Planning and Research at cp number 09771044932.
7. Immediate dissemination of this memorandum is earnestly desired.

AMADOR D. GARCIA SR. PhD, CESO V
Schools Division Superintendent

Reference: RM 528.2022
Sgod/p&r



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Enclosure No. 1 to the DM No. _____ s. 2023

**RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT FROM
 THE IMMEDIATE SUPERVISOR
 (based from DO No. 16, s. 2017)**

**ANNEX 1: Research Proposal Application Form and Endorsement of
 Immediate Supervisor**

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH	
RESEARCH CATEGORY (check only one) <input type="radio"/> National <input type="radio"/> Region <input type="radio"/> Schools Division <input type="radio"/> District <input type="radio"/> School (check only one) <input type="radio"/> Action Research <input type="radio"/> Basic Research	RESEARCH AGENDA CATEGORY (check only one 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 up to one 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 (e.g. BERF, SEF, others)*	AMOUNT
TOTAL AMOUNT	

**indicate also if proponent will use personal funds*

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:



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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:
SCHOOL / OFFICE ADDRESS:		
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:
SCHOOL / OFFICE ADDRESS:		DIVISION / REGION:



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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 _____

Name and Signature of Immediate Supervisor

Position / Designation : _____

Date _____

Name and Signature of Immediate Supervisor

Position / Designation : _____

Date _____



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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 (insert grant mechanism).

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____



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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.
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 (insert RMG provision).
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 (insert grant mechanism) for any conflict of interest which I have intentionally concealed.

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____

PROPONENT: _____

SIGNATURE: _____

DATE: _____



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Enclosure No. 2 to the DM No. _____ s. 2023

PARTS OF AN ACTION AND BASIC RESEARCH PROPOSALS

ANNEX 2: Minimum Requirements of the Research Proposal

A. BASIC RESEARCH PROPOSAL TEMPLATE

- I. Introduction and Rationale
- II. Literature Review
- III. Research Questions
- IV. Scope and Limitation
- V. Research Methodology
 - a. Sampling
 - b. Data Collection
 - c. Ethical Issues
 - d. Plan for Data Analysis
- VI. Timetable / Gantt Chart
- VII. Cost Estimates
- VIII. Plans for Dissemination and Advocacy
- IX. References

B. ACTION RESEARCH TEMPLATE

- I. Context and Rationale
- II. Action Research Questions
- III. Proposed Innovation, Intervention, and Strategy
- IV. Action Research Methods
 - a. Participants and/or other Sources of Data and Information
 - b. Data Gathering Methods
 - c. Data Analysis Plan
- V. Action Research Work Plan and Timelines
- VI. Cost Estimates
- VII. Plans for Dissemination and Utilization
- VIII. References

Technical Guidelines:

Font: Arial

Size: 11

Paper Size: A4

Margin: 1 in on all sides

Spacing: Double Space Except for tables

Folder: White for Action; Brown for Basic



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Title page Sample for Basic Research:

Comprehensive School Safety Management Towards Emergency Planning Perspective of
the Schools Division of Abra

A Basic Research Final Report Submitted to the Department of
Education Cordillera Administrative Region for
Basic Education Research Fund
School Year 2020-2021

Submitted by:

Rhoda P. Asencio
Senior Education Program Specialist
Planning and Research
Schools Division Office of Abra

November 2021



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TIME TABLE/ GANTT CHART

Milestones and Activities	October				November			
	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4
Milestone 1: Planning and Design								
Approval of the research for implementation								
Communication on the conduct of the study to the principal								
Orientation of the participants and their parents on their participation in the study								
Signing of Informed Consent Forms								
Milestones and Activities	November				December			
	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4
Milestone 2: Data Collection								
Distribution of Questionnaires								
Retrieval of Questionnaires								
Milestones and Activities	January				February			
	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4
Milestone 3: Data Analysis								
Gathering needed data and application of appropriate statistical treatment								
Arranging collected data in tabular form								
Interpreting results								
Milestone 4: Finalizing and Disseminating the Research Paper								
Revising the proposal/Editing/Proofreading								
Discussing and interpreting collected data								
Formulating conclusions and recommendations								
Submission of Final Results								
Conducting focus group discussions with school head and teachers								



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COST ESTIMATES

A. Supplies and Materials							
Activity	Item	Unit	Quantity	Estimated Cost	Total	ACTUAL COST	TOTAL
Implementation of the study and Preparation of Research Papers, Instructional Materials/Worksheets, and other documents	A4 Bond Paper	ream	10	250.00	2,500.00	280.00	2,800.00
	A4 Folder Tagboard with fastener	pc	20	10.00	200.00	14.00	280.00
	Printer Ink Black	bottle	10	300.00	3,000.00	330.00	3,300.00
	Printer Ink Cyan	bottle	2	300.00	600.00	330.00	660.00
	Printer Ink Magenta	bottle	2	300.00	600.00	330.00	660.00
	Printer Ink Yellow	bottle	2	300.00	600.00	330.00	660.00
	USB Flash Drive	pc	1	1,000.00	1,000.00	950.00	950.00
B. Domestic Travel Expenses							
Submission of First Tranche Deliverables	Courier/ Private Vehicle		1	300.00	300.00	300	300.00
Submission of Last Tranche Deliverables	Courier/ Private Vehicle		1	300.00	300.00	300	300.00
C. Food and other incurred expenses during the conduct of research							
Validation of Instruments	Meals of Validators/ Experts and Proponent/s		6	250.00	1,500.00	300.00	1,800.00
D. Reproduction, Printing, and Binding Cost							
E. Communication Expenses for the Implementation / Conduct of the Study							
Data gathering: reliability test of questionnaire - Online Survey (to be given through pasaload)	Load of respondents (37.50 / hour)	1 hour	30	37.50	1,125.00	37.50	1,125.00
Data gathering: quantitative data (Online Survey) (to be given through pasaload)	Load of respondents (37.50 / hour)	1 hour	50	37.50	1,875.00	37.50	1,875.00
Data gathering: qualitative data (Focus Group Discussion) (to be given through pasaload)	Load of respondents (37.50 / hour)	1 hour	10	37.50	375.00	37.50	375.00
Implementation of the study - Data Gathering /Collection, Preparation and submission of research papers and other documents	Load of proponent (Smart / Globe/ Internet)	card	6	1,000.00	6,000.00	1,000.00	6,000.00
F. Other Expenses							
					19,975.00		21,085.00

Prepared by

Research Proponent
(Name and Signature)



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REFERENCES

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Enclosure No. 3 to the DM No. _____ s. 2023

GUIDES AND TEMPLATE IN WRITING A PROPOSAL
 (based on DM No. 144, s. 2017)

A. ACTION RESEARCH

PARTS	KEY ELEMENTS
I. Context and Rationale	<ul style="list-style-type: none"> • General description of the context of the problem identified. • Identified the issue/ gap that leads to the conduct of the study. • Literature to support claims or statements provided in the rationale. At least 1 or 2 or more. • Aims, objectives, subjects and those who will benefit from the study are included.
II. Action Research Questions	<ul style="list-style-type: none"> • With research general aim to be followed by the questions. • Alignment of the research questions to the research gap • Descriptive but correlate to give more meaningful result of the study. • The integration of the intervention/innovation/strategy before and after will be taken as one question. <p>Example: (for quasi- experimental study) <i>What is the level of reading comprehension of the learners in the control and experimental groups in their pretest and post- test?</i></p> <ul style="list-style-type: none"> • Significant difference in the control and experimental • Significant difference between the control and experimental • Provide the Null Hypothesis... There is no..... • Add qualitative questions (level up for those who already conducted researches twice or thrice) <p>Note: be specific with the design of authors. Utilize that of Creswell.</p>
III. Proposed Innovation, Intervention and Strategy	<ul style="list-style-type: none"> • Aligned to the problem. • It should address the problem.



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	<ul style="list-style-type: none">• Part I will be the description of the intervention/innovatin/strategy. Cite the author if adapted and supported by a theory.• Presents what is new and modified. How will it address the problem?• Part 2 will be the step by step process. Includes the part of the learners, parents, timeframe. It can be implemented during class hours or after class hours. It depends on the study.• Discuss the implementation of the intervention, procedure, activities, time frame• Presents the role of the researchr/s, learners, parents,e tc)• Provide sample in this part but the whole innovation should be placed in the appendices
IV. Action Research Methods	<ul style="list-style-type: none">• Appropriateness of the design to the research question• Describe the chosen research design and resulting research processes.• Experimental, mixed methods
a. Participants and/or other sources of data	<ul style="list-style-type: none">• Who are the participants?• Why choose these samples? specially if purposive• How many?• How did you select them? Sampling technique?
b. Data Gathering Methods	<ul style="list-style-type: none">• Tool utilized• Alignment to the study.• Present first the tools per questions to show that the research questions are being addressed• Process/ Procedure• If tool is adapted or modified it is subjected for validity/ reliability.• No need to mention the names of those who will validate• Present the process/ procedure in collecting data



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c. Data Analysis Plan	<ul style="list-style-type: none">• Statistical tools to be used and what does each analyze?• Provide also the norms at least 4-5 scale with descriptive analysis• Alignment with the research question• Uses quantitative (statistical) and/or qualitative (thematic/content analysis, process tracing) tools that are appropriate to the problem/issue and research design to analyze data.
d. Ethical Issues	<ul style="list-style-type: none">• Circumstances by which the respondent's/ samples participation will compromise their rights for privacy and confidentiality •• <i>-do you need to get informed consent; assent; names; label your subjects?</i>• Permission from the management• Voluntary participation• Informed consent• Anonymity• Confidentiality• Potential harm• Results communication
V. Action Research Work Plans and Timelines	<ul style="list-style-type: none">• indicate the major milestones with specific activities of your proposed research. A Gantt chart offers an advantage in visualizing your timeline.
VI. Cost Estimates	<ul style="list-style-type: none">• Write a detailed breakdown of expense items with their corresponding costs
VII. Plans for Dissemination and Utilization	<ul style="list-style-type: none">• Discuss how will you disseminate and utilize the outcomes of your proposed research in a wider community and for specific group of people, teachers, students, parents or other stakeholders that may benefit from the finding- accessible for key stakeholders.• Indicate utilization of research/ findings.
VIII. References	<ul style="list-style-type: none">• Use APA Style 7th edition.• Cite references 5 years past



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IX. Appendices	<ul style="list-style-type: none"> • At least 15 and above references • Data gathering instruments (test questions, questionnaire, interview guide questions) • Sample activities or worksheets • Letters • Consent form • Assent form • Sample Intervention, Innovation or strategy
----------------	---

B. BASIC RESEARCH

PARTS	KEY ELEMENTS
I. Introduction and Rationale	<ul style="list-style-type: none"> • General situation • Importance/ significance of the research • Related studies -Include what has been done so far in this area (e.g., related studies, theories, policies) • Research gap. This is the gap in the literature. • Aims • Potential Contribution • Who will be benefited?
II. Literature Review	<ul style="list-style-type: none"> • alignment to the literature review. • Theoretical or conceptual framework based on the research questions • should end with the conceptual framework in a narrative form. • A summary of the literature. At least paragraph • can be used to corroborate and contradict the results of the study
III. Research Questions	<ul style="list-style-type: none"> • Addresses issues and challenges that are interesting, novel, and current to the group being studied. • Clarity • Concise • Consistent • Measurable within the specific timeframe • Complex
IV. Scope and Limitation	<ul style="list-style-type: none"> • Cover in terms of data collection, data analysis, discussion



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	<ul style="list-style-type: none">• Limitation can ONLY be the methodology; data interpretation; scope of the study (any of these) Example: Limited to BE coord then explain if purposive
IV. Research Methodology	<ul style="list-style-type: none">• Describes the chosen research design and resulting research processes in a manner that is understandable to other teachers planning similar interventions and researchers conducting similar work• Appropriateness to answer the research questions
a. Sampling	<ul style="list-style-type: none">• Who are the population/participant?• Why choose these population samples?• How many?• How did you select them? (sampling technique)
b. Data Collections	<ul style="list-style-type: none">• What tool did you used• Process/Procedure• Validation and Reliability Test of instruments• Briefly describe your methods supported by references to research applying the methods in similar situations.
c. Plan for Data Analysis	<ul style="list-style-type: none">• describe data analysis technique supported by references to research applying analysis in similar situations
d. Ethical Issues	<ul style="list-style-type: none">• Circumstances by which the respondent's/ samples participation will compromise their rights for privacy and confidentiality • -do you need to get informed consent; names; label your subjects?
V. Timetable or Gantt Chart	<ul style="list-style-type: none">• indicate the major milestones with specific activities of your proposed research. At least 6 months form conceptualization to dissemination
VI. Cost Estimates	<ul style="list-style-type: none">• Write a detailed breakdown of expense items with their corresponding costs. The items and costs should reasonably reflect the



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	• funding needs of the Action Research.
VII. Plans for Dissemination and Advocacy	• Indicate how will you disseminate the results of your study for a wider education community and for specific group of people, teachers, students, parents or other stakeholders that may benefit from your finding. The key here is to make your results and findings accessible for key stakeholders.
VII. References	<ul style="list-style-type: none">• Use APA Style 7th edition• IN-TEXT CITATION• REFERENCE LIST• Minimum 15 references• Recent related studies• 5 years past
VIII. Appendices	<ul style="list-style-type: none">• Data gathering instruments (test questions, questionnaire, interview guide questions)•• Letters• Consent form• Assent form



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"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."

