

Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA 112

4:47

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.**
- 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.
- 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.
- Guidelines and templates are in the enclosures.
- 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
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RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT FROM THE IMMEDIATE SUPERVISOR (based from DO No. 16, s. 2017)

FOCASOU TITLE		
ESEARCH TITLE		
HORT DESCRIPTION OF	THE RESE	ARCH
RESEARCH CATEGORY	check only	RESEARCH AGENDA CATEGORY
one)		(check only one main research theme)
o National		o Teaching and Learning
o Schools Division		o Child Protection
o District		Human Resource Development Governance
o School		(check up to one cross-cutting theme, if
		applicable)
		° DRRM
check only one)		 Gender and Development
 Action Research Basic Research 		D Inclusive Education
o basic Research		Others (alasses as a 16.)
		Others (please specify)
FUND SOURCE (e.g. BE	RF.	AMOUNT
SEF, others)*	901190 - 71	
TOTAL AMOUNT		
dicate also if proponent will u	se personal fu	inds
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EAD PROPONENT INFORM EAD PROPONENT / INDIVIDUAL LAST NAME: BIRTHDATE (MM/DD/YYYY) REGION / DIVISION / SCHOOL	FIRST N SEX:	POSITION / DESIGNATION:



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enumerate from bachelor's degree up to doctorate degree	THE OF TH	ESIS / RELATED RESEARCH PROJECT
SIGNATURE OF PROPONENT:	İ	
PROPONENT 2		
LAST NAME:	FIRST NAME	: MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION / DESIGNATION:
SCHOOL / OFFICE ADDRESS:		
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		_
EDUCATIONAL ATTAINMENT (DEGREE TITLE) enumerate from bachelor's degree up to doctorate degree		HESIS / RELATED RESEARCH PROJECT
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(DEGREE TITLE) enumerate from bachelor's degree up to doctorate degree SIGNATURE OF PROPONENT:		



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CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) enumerate from bachelor's degree up to doctorate degree	TITLE OF THESIS / RELATE	D RESEARCH PROJECT
SIGNATURE OF PROPONENT		
SIGNATURE OF PROPONENT		
IMME hereby endorse the attached	DIATE SUPERVISOR'S CONF research proposal. I certify that th study without compromising	the proponent/s has/have the
IMME I hereby endorse the attached	research proposal. I certify that ch study without compramising	the proponent/s has/have the
IMME I hereby endorse the attached	research proposal. I certify that ch study without compromising Name and Sign	the proponent/s has/have the his/her office functions lature of Immediate Supervisor
IMME I hereby endorse the attached	research proposal. I certify that chistudy without compromising Name and Sign Position /	the proponent/s has/have the his/her office functions
IMME I hereby endorse the attached	research proposal. I certify that chistudy without compromising Name and Sign Position /	the proponent/s has/have the his/her office functions lature of Immediate Supervisor Designation
IMME I hereby endorse the attached	Name and Sign	the proponent/s has/have the his/her office functions. ature of Immediate Supervisor Designation:

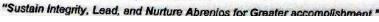


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Name and Signature of Immediate Supervisor

Position / Designation :









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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:



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DATE: ____





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DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

	DEVENIMENT
1.	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:



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DATE: ___

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S. ZUZ	Enclosure	No.	_2	to the	DM No.	s. 202
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PARTS OF AN ACTION AND BASIC RESEARCH PROPOSALS

ANNEX 2: Minimum Requirements of the Research Proposal

A. BASIC RESEARCH PROPOSAL TEMPLATE

- 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

- Context and Rationale
- II. Action Research Questions
- III. Proposed Innovation, Intervention, and Strategy
- IV. Action Research Methods
 - 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

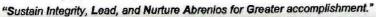
A Basic Research Final Report Submitted to the Department of Education Cordillera Administrative Region for Basic Education Research Fund School Year 2020-2021

Submitted by:

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

November 2021

Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra







Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA

Table of Contents

Page Title Page ii Abstract iii Acknowledgement **Table of Contents** INTRODUCTION OF THE RESEARCH LITERATURE REVIEW RESEARCH QUESTIONS SCOPE AND LIMITATION RESEARCH METHODOLOGY a. Research Design 8 b. Sampling 9 c. Data Collection 10 d. Data Analysis 10 e. Ethical Issues 11 TIMETABLE/ GANTT CHART **COST ESTIMATES** DISSEMINATION AND ADVOCACY PLANS REFERENCES **APPENDICES** a. Letter to the Schools Division Superintendent b. Letter to the School Heads Questionnaire

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TIME TABLE/ GANTT CHART

		Octo	ber		November			
Milestones and Activities	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								
Santagasan Bi da Ba Anadaharan		Nove	mber				mber	
Milestones and Activities	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								
		lon				Fohr	uary	
Milestones and Activities	Wk 1	Wk 2	wary 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	II V							
Arranging collected data in tabular form		1				1		
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

Activity	item	Unit	Quantity	Estimated Cost	Total	ACTUAL COST	TOTAL
60 W SERVES VEHICLE WERE 1970	A4 Bond Paper	ream	10	250.00	2,500.00	280.00	2,800.0
Preparation of Research Papers,	A4 Folder Tagboard with fastener	рс	20	10.00	200.00	14.00	280.0
Instructional Materials/Worksheets,	Printer Ink Black	bottle	10	300.00	3,000.00	330.00	3,300.0
and other documents	Printer Ink Cyan	bottle	2	300.00	600.00	330.00	660.0
	Printer Ink Magenta	bottle	2	300.00	600.00	330.00	660.0
1	Printer Ink Yellow	bottle	2	300.00	600.00	330.00	660.0
	USB Flash Drive	рс	1_	1,000.00	1,000.00	950.00	950.0
B. Domestic Travel Expenses				-			
Submission of First Tranche Deliverables	Courier/ Private Vehicle		1	300.00	300.00	300	300.0
Submission of Last Tranche Deliverables	Courier/ Private Vehicle	1		300.00	300.00	300	300.00
D. Reproduction, Printing, and Bind	ing Cost					-	
E. Communication Expenses for the	Implementation / Condu	ct 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	1,125.0
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	1,875.0
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	375.0
Implimentation 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	6,000.0
F. Other Expenses		1	1				

Prepared by

Research Proponent (Name and Signature)



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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
	d and Rationale	 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	With research general aim to be followed by the questions. Alignment of 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. Example: (for quasi- experimental study) What is the level of reading comprehension of the learners in the control and experimental groups in their pretest and post- test? 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) Note: be specific with the design of authors. Utilize that of Creswell.
	osed Innovation, Intervention strategy	Aligned to the problem. It should address the problem.



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	 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	 Appropriateness of the design to the research question Describe the chosen research design and resulting research processes.
a. Participants and/or other sources of data	 Experimental, mixed methods Who are the participants? Why choose these samples? specially if purposive How many? How did you select them? Sampling technique?
b. Data Gathering Methods	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	 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 tot eh problem/ issue and research design to analyze data.
d. Ethical Issues	 Circumstances by which the respondent's/ samples participation will compromise their rights for privacy and confidentiality -do you need to get informed consent; assent; names; label your subjects? Permission form the management Voluntary participation Informed consent Anonymity Confidentiality Potential harm Results communication
V. Action Research Work Plans and Timelines	 indicate the major milestones with specific activities of your proposed research. A Gantt chart offers an advantage in visualizing your timeline.
VI. Cost Estimates	 Write a detailed breakdown of expense items with their corresponding costs
VII. Plans for Dissemination and Utilization	 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 formt eh finding- accessible for key stakeholders. Indicate utilization of research/findings.
VIII. References	 Use APA Style 7th edition. Cite references 5 years past

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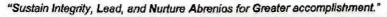
	 At least 15 and above references
IX. Appendices	 Data gathering instruments (test questions, questionnaire, interview guide questions) Sample activities or worksheets
	 Letters
	Consent form
	 Assent form
	 Sample Intervention, Innovation or
	strategy

B. BASIC RESEARCH

PARTS	KEY ELEMENTS
I. Introduction and Rationale	General situation Importance/ significance of theresearch 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	 alingment 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	 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	Cover in terms of data collection, data analysis, discussion

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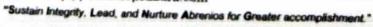
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	 Limitation can ONLY be the methodology; data interpretation; scope of the study (any of these) Example Limited to BE coord then explain if purposive
V. Research Methodology	 Describes the chosen research design and resulting research processes in a manner that is understandable to other teachers planning similar interventions and researchers conducting similar work Appropriateness to answer the research questions
a. Sampling	 Who are the population/participant? Why choose these population samples? How many? How did you select them? (sampling technique)
b. Data Collections	 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	 describe data analysis technique supported by references to research applying analysis in similar situations
d. Ethical Issues	 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	indicate the major milestones with specific activities of your proposed research. At least 6 months form conceptualization to dissemination
VI. Cost Estimates	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	Use APA Style 7 th edition
	IN-TEXT CITATION
	REFERENCE LIST
	Minimum 15 references
	Recent related studies
	5 years past
VIII. Appendices	 Data gathering instruments (test questions, questionnaire, interview guide questions)
	Letters Consent form
	Assent form



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