



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF AKLAN

January 12, 2021

DIVISION MEMORANDUM

No. 05, s. 2021

CALL-UP FOR 2021 NON-BERF RESEARCH PROPOSALS

To: Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors
Public Elementary, Secondary and Integrated School Heads, Teachers
and Non-Teaching Personnel
District and School Research Coordinators

1. In accordance with DepEd Order No. 16, s. 2017 titled “Research Management Guidelines,” the School Governance and Operations Division (SGOD) through the Planning and Research Section will be accepting **Non-BERF funded** research proposals (Applied/Basic Research for Division, Districts and Action Research for Schools) on February 1 – 5, 2021.
2. Non-BERF funded are those researches not falling under DepEd Order No. 16, series of 2017, as defined therein.
3. The research topic/area should be taken from the Regional Research Priority Topics in the New Normal (Regional Memorandum No. 141, s. 2020). However, the proponent/s may also consider topics from the National Research Agenda. Research proposals which are not anchored on the given agenda will be returned to the proponent.
4. The data gathering procedure should be in accordance with the department’s health protocols in conducting classes so as not to hinder the implementation and completion of the research in this time of COVID-19 pandemic.
5. Research proposal/s should follow the prescribed outline/format attached in this memorandum.
6. Proponent/s along with the proposal should submit the following documents to Schools Division Research Committee (SDRC) for evaluation.
 - a. Application Form with Endorsement of Immediate Supervisor;
 - b. Declaration of Anti-Plagiarism Form;
 - c. Research Proposal;
 - d. Validity and reliability certification of researcher made instrument; and
 - e. Research Instrument/Tool.



Address: Poblacion, Numancia 5604 Aklan
Tel. Nos. (036) 265-3744; 265-3737; 265-3738 (Trunkline)

7. District Offices should submit/forward the following documents in e-copy (Folder per researcher with the file name format Last Name, First Name, District, Title of Research) at raffy.paller@deped.gov.ph:

- a. Application Form with Endorsement of Immediate Supervisor;
- b. Declaration of Anti-Plagiarism Form;
- c. Research Proposal;
- d. Validity and reliability certification of researcher made instrument; and
- e. Research Instrument/Tool.

8. The SDRC will evaluate the research proposal/s based on the following criteria:

Criteria	Action	Basic
Context/Rationale of Research	15%	10%
Research Questions	30%	20%
Proposed Interventions	15%	
Use of Review of Related Literature		10%
Research Methods		
Participants	10%	10%
Data Gathering	10%	20%
Data Analysis Plan	10%	10%
Work Plan/Timeline	5%	10%
Cost Estimates	5%	10%
Total	100%	100%

9. The research proponent/s who passed and did not pass the SDRC evaluation will be informed through a letter.

10. For clarification and other inquiries, please call Dr. Raffy F. Paller, Senior Education Program Specialist (SEPS) at (036) 265-3744.

11. Immediate and wide dissemination of this memorandum is enjoined.


MIGUEL MAC D. APOSIN, EdD, CESO V
 Schools Division Superintendent

Reference: DepEd Order No. 16, 2017
 Regional Memo. No. 142, s. 2020
 To be indicated in the Perpetual Index
 under the following subjects:

RESEARCH OR STUDIES

POLICIES

PROGRAMS

RFP/ni



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DIVISION RESEARCH TIMELINE

Date	Activity	In-Charge
January 12, 2021	Division Call-Up for NON-BERF Proposals through Division Memorandum	SEPS P & R
February 1-5, 2021	Submission of the e-copy of Research Proposal	District Research Coordinator (DRC)
February 8-12, 2021	Division Evaluation of Research Proposals	Schools Division Research Committee (SDRC)
February 15, 2021	Result of the SDRC Evaluation	Schools Division Research Committee (SDRC)

SCHOOLS DIVISION RESEARCH COMMITTEE

- Chairperson - Mr. Jose Niro R. Nillasca
Education Program Supervisor
OIC – Asst. Schools Division Superintendent
- Co-Chairpersons - Mr. Michael T. Rapiz
Chief Education Supervisor – SGOD
Dr. Dobie P. Parohinog
Chief Education Supervisor – CID
- Adviser - Dr. Miguel Mac D. Aposin, CESO V
Schools Division Superintendent
- Members - Mr. Johann C. Cawaling
Education Program Supervisor - SGOD
Dr. Raffy F. Paller
SEPS, Planning and Research
Mrs. Bella S. Suante
Administrative Officer V, Budget and Finance

CID Representative/s based on requirement for the evaluation

- Dr. Kyzil D. Lipar
EPS – English
- Dr. Mary Cherry Lynn M. Dalipe
EPS – Science
- Dr. Edselyn T. Biray
EPS – Mathematics
- Dr. Ruby Agnes B. Estrada
EPS – Araling Panlipunan
- Mrs. Marivic I. Tolentino
EPS – TLE/TVE/TVL
- Miss Ma. Corazon R. Panaligan
EPS – Edukasyon sa Pagpapakatao
- Mrs. Rebecca R. Ibarreta
EPS – Music and Arts
- Mr. Marth S. Tropa
EPS – Filipino and Mother Tongue
- Mr. Ariel Z. Zubiaga
EPS – ALS

- Secretariat - **By invitation:** Focal Person of concerned division/learning area/section/program
Mr. Melky B. Arbolde
Project Development Officer I
Ms. Sheena Ricka Y. Mamburam
Project Development Officer I
Mr. Lance Dantes
Administrative Assistant VI

ANNEX 1: Research Proposal Application Form and Endorsement of Immediate Supervisor (*Please fill-out completely*)

A. RESEARCH INFORMATION

RESEARCH TITLE (<i>Done/Already conducted study is not allowed for funding under BERF</i>)	
SHORT DESCRIPTION OF THE RESEARCH/STUDY	
RESEARCH CATEGORY (<i>check only one</i>) <ul style="list-style-type: none"> <input type="radio"/> National <input type="radio"/> Region <input type="radio"/> Schools Division <input type="radio"/> District <input type="radio"/> School (<i>check only one</i>) <ul style="list-style-type: none"> <input type="radio"/> Action Research <input type="radio"/> Basic Research 	RESEARCH AGENDA CATEGORY/THEME (<i>check only one main research theme</i>) <ul style="list-style-type: none"> <input type="radio"/> Teaching and Learning <input type="radio"/> Child Protection <input type="radio"/> Human Resource Development <input type="radio"/> Governance (<i>check up to one cross-cutting theme, if applicable</i>) <ul style="list-style-type: none"> <input type="radio"/> DRRM <input type="radio"/> Gender and Development <input type="radio"/> Inclusive Education <input type="radio"/> Others (please specify): _____ RESEARCH AGENDA/TOPIC (<i>source: National and Regional Research Priority Topics in the New Normal, please indicate</i>) _____ _____
FUND SOURCE (e.g. BERF, SEF, others)*	AMOUNT (<i>Note: Action Research-Maximum of 30T regardless of level</i>)
TOTAL AMOUNT	

**indicate also if proponent will use personal funds*

**amount requested should be proportionate to the study being conducted, subject to liquidation process as per government accounting rules and regulations.*

ANNEX 2: Declaration of Anti-Plagiarism

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 1 Printed Name: _____

Signature: _____

Date Signed: _____

Proponent 2 Printed Name: _____

Signature: _____

Date Signed: _____

Proponent 3 Printed Name: _____

Signature: _____

Date Signed: _____

MINIMUM REQUIREMENTS OF THE RESEARCH PROPOSAL

A. BASIC RESEARCH PROPOSAL TEMPLATE

- I. Introduction and Rationale
- II. Literature Review
- III. Research Questions
- IV. Scope and Limitations
- 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
- 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 Sources of Data and Information
 - b. Data Gathering Methods
 - c. Ethical Issues
 - d. Data Analysis Plan
- V. Action Research Work Plan and Timelines
- VI. Cost Estimates
- VII. Plans for Dissemination and Utilization
- VIII. References