



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

March 10, 2021

DIVISION MEMORANDUM

No. 51, s. 2021

**SUBMISSION OF THE COMPLETED RESEARCH OUTPUT FUNDED BY THE
2020 BASIC EDUCATION RESEARCH FUND (BERF)**

To: Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
District and School Research Coordinators
Others Concerned

1. Please find attached Regional Memorandum No. 082, series of 2021 titled ***"Submission of the Completed Research Output Funded by the 2020 Basic Education Research Fund (BERF)"***, the contents of which are self-explanatory.
2. Immediate dissemination of this memorandum is desired.


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

rfp/



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



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

MAR 09 2021

REGIONAL MEMORANDUM
No. 082, s. 2021

**SUBMISSION OF THE COMPLETED RESEARCH OUTPUT FUNDED BY
THE 2020 BASIC EDUCATION RESEARCH FUND (BERF)**

To: OIC-Assistant Regional Director
Schools Division Superintendents
Functional Division Chiefs

1. This Office, through the Policy, Planning and Research Division (PPRD), requires all Schools Division Offices with researches funded under the 2020 Basic Education Research Fund (BERF) to submit the completed research output for acceptance of the Regional Research Committee (RRC) (*See Enclosure 1*).
2. The duration of action research is maximum of six (6) months while 1 year for basic research. However, if the research has been completed earlier than the estimated timeline, the final output can be submitted for acceptance.
3. The completed research output shall follow the prescribed outline and format (*See Enclosure 2*).
4. The completed research output for the technical evaluation of the RRC Secretariat shall be in one (1) e-copy (word document) and duly reviewed by the Schools Division Research Committee/Technical Working Committee (*See Enclosure 3*). The individual document shall be uploaded to the google drive (*link will be shared to SEPS for Planning and Research*) using the file name format: Surname, First Name Middle Initial Name of SDO Type of Research.
 - a. e.g. for action research-Lopez, Roy D Iloilo AR
 - b. e.g. for basic research- Lopez, Roy D Iloilo BR
5. The completed research output for the acceptance of the Regional Research Committee (RRC) shall be submitted in one (1) printed copy together with the Research Bulletin/Policy Note and duly signed Liquidation Report (*See Enclosure 4*).
6. For inquiries, contact PPRD Office through Telephone No.: (033) 5033095 or email address: region6.pprd@deped.gov.ph



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7. For information and compliance of all concerned.

RAMIR B. UYTICO EdD, CESO IV
Regional Director

Encls: As stated

References: DepEd Order 16, s. 2017, Regional Order 03, s. 2017

To be indicated in the Perpetual Index
under the following subjects:

RESEARCH

MANAGEMENT

FUND

pprd/RM/rba/08 March 2021



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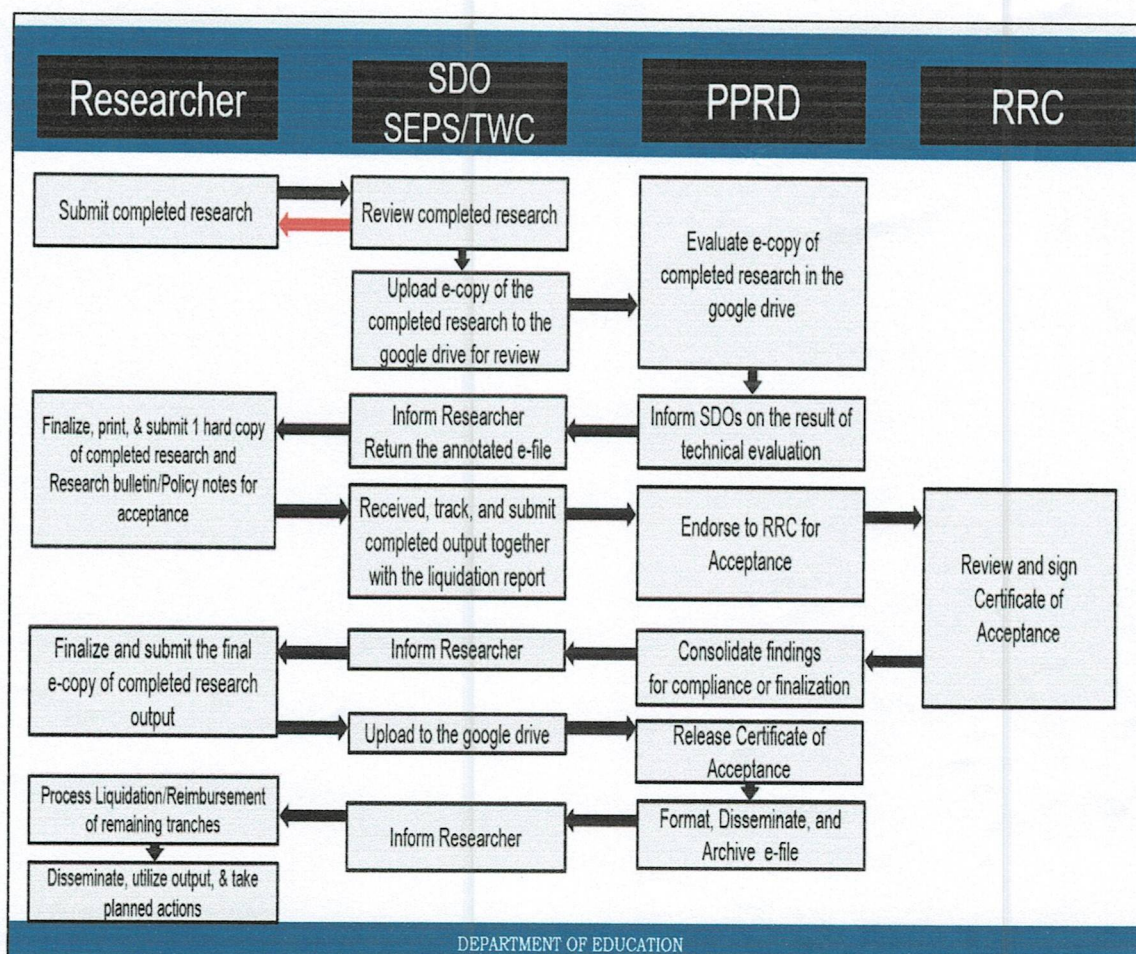
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Enclosure 1: Completed Research Output Submission Process



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Enclosure 2: Prescribed Outline and Format of the Completed Research Output

Preliminary Part

A. Title Page

1. Serve as reference for the study
2. Double space entries
3. Equal spaces between group of texts
4. Uppercase title, name of researcher/s, and grant facility
5. State the month and year of completion based on the MOA

CONSTRUCTION AND VALIDATION OF AN ACTION RESEARCH HANDBOOK
FOR THE IMPROVEMENT OF TEACHERS' RESEARCH CAPABILITY

1
2
3
4
5

5 double spaces
10 single spaces

An Action Research
Conducted by
REY B. AGUILAR

1
2
3
4
5

5 double spaces
10 single spaces

Through the Financial Support Provided by the
BASIC EDUCATION RESEARCH FUND (BERF)
Of the Department of Education
Region VI - Western Visayas

1
2
3
4
5

5 double spaces
10 single spaces

June 2018

B. Certificate of Acceptance

1. Serves as proof for the acceptance of the completed research by the RRC
2. The page will be left blank until certificate of acceptance will be given to the researcher/s
3. The signed certificate of acceptance will be scanned by the researcher/s and attached to the final e-copy of the completed research output.

C. Acknowledgment

1. Contains individuals who would like to recognize by the researcher/s
2. Reflects initials of the researcher/s at the bottom right
3. Be consistent with the introductory words all throughout the text

D. Abstract

1. Contains a brief summary of the study (Problem, Method, Result)
2. Reflects the title, name of the researcher/s, year of completion, and the grant facility
3. Follows the block form and single spacing in the content
4. Content should not exceed to 250 key words



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Department of Education
REGION VI – WESTERN VISAYAS

Abstract

CONSTRUCTION AND VALIDATION OF AN ACTION RESEARCH HANDBOOK
FOR THE IMPROVEMENT OF TEACHERS' RESEARCH CAPABILITY

by
REY B. AGUILAR
June 2017

Through the Financial Support by the
Basic Education Research Fund (BERF)
of the Department of Education
Region VI - Western Visayas

This research aimed to gather information necessary for the construction of an action research handbook, assessed the research capability levels of teachers, and evaluated the effectiveness of the action research handbook. The participants of this study were the 35 elementary school teachers of this school. The adopted and research-made questionnaire were used. The result revealed that the needed information for the construction of the action research handbook based on the need analysis are research classifications, research agenda, selecting research topic, interpretation of data and

E. Tale of Contents, List of Tables, and Figures

1. Use as reference pages for the content of the study
2. Double space between lines but single space between entries
3. Numbering in the preliminary pages will be in lowercase Roman Numerals while content will be in Arabic Numbers

Content Parts

A. Content and Rationale (for Action)/Introduction of the Research (for Basic)

1. Contains the comprehensive description of the problem situation; explains the nature, extent, and salience of the identified problem or issue; includes desired condition and discrepancy between situations; and includes literature that supports the claim for the conduct of the study
2. The existence of problem is supported by the local data/information
3. Composes of 2 to 3 pages
4. May follow suggested format: situation analysis, finding gap, relating to literature, and proposing solution

B. Innovation, Intervention, and Strategy (for Action)

1. Clearly states the name of the intervention and explains the nature, reason, extent, and limitation of the intervention.
2. Explains how the intervention will change the current behavior affected by the existence of the problem
3. States theories as basis of the significance and existence of the intervention to be used
4. May support research findings as to the effectiveness of the intervention

C. Review of Literature (for Basic)

1. Discusses the related concepts, theories, and findings that will support the study
2. Literature is arranged by topics relevant to the study (may include sub-headings following the APA heading format)
3. Includes the summary of literature and reviews



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- D. Action Research Questions (for Action)/ Research Questions (for Basic)**
1. States the research questions to be answered by the study logically
 2. For action research, states the performance/behavior before, after, difference or relationship if any, then the action plan question
 3. For basic research, states the descriptive questions, followed by inferential questions and/or qualitative questions, and question for policy recommendation or propose output to be undertaken based on the result of the study
- E. Scope and Limitation (for Basic)**
1. Discusses the coverage and limitation of the study
- F. Action Research Methods (for Action)/Research Methodology (for Basic)**
- 1. Participants, and/or other Sources of data and Information (for Action)/Sampling (for Basic)**
 - a. Clearly identifies and describes the participants of the study as to the number, group of origin, characteristics, selection procedure (sampling), and justification for their inclusion in the study
 - 2. Data Gathering Methods (for Action) Data Collection (for Basic)**
 - a. Explains the significance and alignment of the data gathering method to the nature of the problem and research questions
 - b. Discusses the research design, validity and reliability of the instruments used
 - c. Presents logically how data was collected and analyzed using appropriate data analysis tools
 - 3. Ethical Issues**
 - a. Discusses the process of gathering accurate scientific knowledge
 - b. Discusses the process of protecting the rights and welfare of the participants
 - c. Discusses the process of protecting intellectual property rights especially on the adaption/adoption of research instruments and citing published scholarly works
- G. Discussion of Results and Reflection (for Action)/Discussion of Results and Recommendations (for Basic)**
- 1. Discussion of Results**
 - a. Discuss the findings using the format: Title of discussion, content of the discussion, Table (use APA format)
 - b. Discuss the content of the table, give implications, and relate findings to literature/support your findings
 - c. Tables may include mean, SD, description, df, t/f-value, p-value, and interpretation



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The Levels of Research Capabilities of Teachers in the Pre-Assessment and Post-Assessment

The analysis showed that the level of research capability of the participants in the pre-assessment was high in terms of data collection ($M=3.03$), moderate in terms of problem solving ($M=5.83$) and methods and design ($M=4.03$), low in terms of data analysis ($M=1.20$) and referencing ($M=1.50$). On the other hand, the result of the post-assessment

Table 2

The Levels of Research Capabilities of Teachers in the Pre-Assessment and Post-Assessment

Needs Indicators	Pre-Assessment		Post-Assessment	
	Mean	Description	Mean	Description
Problem Identification	5.83	Moderate	6.90	High
Methods and Design	4.03	Moderate	6.78	High
Data Collection	3.03	High	3.30	High
Data Analysis	1.20	Low	2.47	Moderate
Referencing	1.50	Low	2.73	High

Scale:

Problem Identification		Methods and Design	
7.876-8.000	Very high	7.01-8.00	Very high
6.626-7.875	High	6.01-7.00	High
3.376-6.625	Moderate	3.01-6.00	Moderate
1.126-3.375	Low	1.01-3.00	Low
0.000-1.125	Very Low	0.00-1.00	Very Low

2. Summary

- Contains the recapitulation of the general objective of the study, method, and the brief findings based on the research questions

3. Conclusions

- Making meaning out of the findings
- State the main points of the findings
- Suggest appropriate actions or improvement
- Answers the “so what question”
- Do not repeat findings or include figures in the conclusions

4. Recommendations

- Recommend based on the conclusions
- Recommend future actions

5. Reflection (for Action only)

- States what the researcher/s have learned in the study
- Researchers’ opinion/views on the results of the study
- Realization on the strength and weakness of the research methodology or intervention

H. Action Plan (for Action)/Dissemination and Advocacy Plan (for Basic)

- Discusses the plan for the research findings or future plans of the researcher/s
- States the dissemination and utilization of the research outputs
- Plans for the developed intervention or established theory/new knowledge
- Can be stated in textual, tabular, or graphical form



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I. References

1. List of all references cited in the body of research
2. Follow the American Psychological Association (APA) format in citing reference entries

J. Appendices

1. Include all attachments used in the study
 - a. Letters/Requests to Conduct Study
 - b. Research Survey Instruments
 - c. Research output (intervention or innovation used)
 - d. Statistical Data/Tabulation (Optional)
 - e. Financial Report (Cost Estimates and Liquidation Report)

K. Curriculum Vitae

1. Includes personal information of the researcher/s for reference
2. Information reflected by the owner is protected by the data privacy act



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Enclosure 3: Sample Consolidated Research Comment Form

Consolidated Research Comment Form (for SDRC use)

Name of Researcher: _____ Division: _____
Type of Research: Action Basic Evaluator: _____

Research Parts	Comments/Suggestions	Action Taken
Title		
Preliminaries		
Content and Rationale/Introduction of the Research		
Innovation, Intervention, and Strategy		
Review of Related Literature		
Action Research Questions/research Questions		
Scope and Limitation		
Action Research Methods/Research Methodology		
Participants		
Data Gathering/Collection		
Ethical Issues		
Discussion of Results		
Summary		
Conclusions		
Recommendations		
Reflections		
Action Plan/Dissemination and Advocacy Plan		
References		
Appendices		
Format		

Prepared by: (SEPS for Planning and Research)



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Enclosure 4: Sample BERF Liquidation Report (Hardcopy)

Department of Education
2020 BERF Liquidation Report
as of _____

Division: _____

Completed Research

No.	Name of Researchers	Liquidation Summary				Remarks/Status of Liquidation
		Total Amount Granted	Total Amount Obligated	Total Amount Liquidated for 1st Tranche	Remaining Amount to be Liquidated/ Reimbursed	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
TOTAL						

Prepared By: _____ Certified Correct: _____

SEPS for Planning and Research _____ Budget Officer _____ Accountant _____ SDS _____



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