



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023-41

To : Selected Teachers of Public Elementary and
Secondary Schools/
BERF Grantees
DEREG Members
SEPS- Planning and Research

Subject : EVALUATION AND WRITESHOP ACTIVITY FOR 2024 BERF
PROPOSALS

Date : September 11, 2023

In reference to the attached, Regional Memorandum PPRD-117, S. 2023, re: "2024 Call for Research Proposals", this Office directs the hereunder selected teachers to participate in the said activity on September 15, 22, and 27, 2023, 8:00 AM- 5:00 PM at Pedro Basalan Elementary School.

Listed below are the selected participants of the activity:

1. Joselito L. Lim, ALS Teacher- ALS Program
2. Venus B. Flores, Teacher III- PVBES
3. Mizraim May P. Rebuta, Teacher III-PVBES
4. Jay Ann B. Roldan, MT-II, Dawis ES
5. Wellisa P. Milca, MT-II, DICNHS
6. Mara F. Superioridad, Teacher III, PVBES
7. Lorelie Casonete, Teacher III, DMMES
8. John P. Millan, MT-II, DICNHS
9. Kremia Katrina C. Thiam, Teacher III-DICNHS
10. Ma. Regina E. Robante, Teacher III- Aplaya ES
11. Irene T. Cababat, Teacher III- RMCES
12. Marichel P. Dandoy, Teacher III- Balabag NHS
13. Mabele D. Alag, MT-I, PSGES
14. Ferlyn M. Tubice, MT-II, GRCES
15. Rema Ramos, MT-I, Aplaya ES
16. Iris P. Ubungen, Teacher III, DICNHS
17. Marjun B. Rebosquillo, SEPS-P&R - SGOD

Traveling and other incidental expenses of the participants shall be charged to local funds subject to the usual accounting and auditing rules and procedures, while meals and snacks will be personal.

Further, School Heads of the aforementioned participants shall ensure that all classes/loads of the participating teachers will be handled and taken over. Other contents of the attached memorandum are self-explanatory and explicitly discuss the inclusion of details.

For information, guidance, and compliance.

JepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
22-107967

DATE: SEP 14 2023 TIME: 8:44a

Enclosed: As stated
SGOD/PR/mbr

MELANIE P. ESTACIO

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education

DAVAO REGION

107967

Office of the Regional Director

REGIONAL MEMORANDUM

PPRD-2023-117

To: Schools Division Superintendents
All Others Concerned

Subject: 2024 CALL FOR RESEARCH PROPOSALS

Date: September, 2023

Pursuant to DepEd Order No. 16, s. 2017, re "Research Management Guidelines", the research management cycle shall start with call for proposals. The Regional Research Committee (RRC) in coordination with Schools Division Research Committee (SDRC) is responsible for the wide dissemination of this activity and may conduct capacity building activities on the preparation of the research proposals and funding possibility.

In accordance with, this Office through the Policy, Planning and Research Division calls for research proposals for fiscal year 2024. Qualified research proposals will be considered for funding under the Basic Education Research Fund as terms and conditions apply. Interested teaching and non-teaching personnel from schools and Schools Division Offices are given until October 13, 2023 to submit the following requirements through <https://bit.ly/BERFproposals>:

1. Application Form and Individual Endorsement of the Immediate Supervisor of the Proponent (Annex 1 of DO No. 16, s. 2017)
2. Research Proposal (Annex 2 of DO No. 16, s. 2017 for minimum requirements of the Research Proposal)
 - a. PDF format
 - b. Uniform BERF cover page (download through <https://bit.ly/EsaliksikInfo>)
 - c. File Name
 - i. For individual author (LASTNAME_SDO)
e.g., DELACRUZ_MATICITY
 - ii. For multiple authors (LASTNAMEetal_SDO)
e.g., DELACRUZetal_MATICITY
3. Anti-Plagiarism and Absence of Conflict of Interest (Annex 3 of DO No. 16, s. 2017)

Submitted research proposals will undergo initial screening (see page 7 of the DO No. 16, s. 2017) and those that will not meet the prescribed requirements will no longer be evaluated and will be returned.

Schools Division Research Coordinators (SDRC) are advised to support and guide the proponents on the submission of the research proposals. Further, the



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SDRC shall email a summary list of submitted research proposals (see Annex 1) on or before October 20, 2023 through pprd.region11@deped.gov.ph.

All interested teaching and non-teaching personnel are encouraged to join the virtual orientation on Appraising Basic and Action Research Proposals on September 14, 2023, 3:30- 5:30 in the afternoon via Microsoft Teams (<https://bit.ly/2023Research1>).

Queries relative to this can be channeled to **JOMAR BOY A. CUYOS**, Education Program Specialist II through Policy, Planning, and Research Division at (082)-2240-752.

Immediate dissemination of this Memorandum is highly desired.

ALLAN G. FARNAZO
Director IV

Enclosed: as stated
ROP4/jbac

By the Authority of the Regional Director:

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

BY *[Signature]* *Sy. 08, 2023*
23449

[Signature] 9/19/23
MARILYN B. MADRAZO, EdD.
Chief, PPRD
Officer-in-Charge



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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

(Annex 1 to the Regional Memorandum PPRD-2023-117)

SUMMARY LIST OF SUBMITTED RESEARCH PROPOSALS FY 2024
Schools Division of _____

No.	Proponents Name	School	Research Title	Type
1				
2				
3				
4				
5				

Prepared by:

Approved by:

Schools Division Research Coordinator

Schools Division Superintendent



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

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH	
RESEARCH CATEGORY (check <u>only one</u>) ☐ National ☐ Region ☐ Schools Division ☐ District ☐ School (check <u>only one</u>) ☐ Action Research ☐ Basic Research	RESEARCH AGENDA CATEGORY (check <u>only one</u> main research theme) ☐ Teaching and Learning ☐ Child Protection ☐ Human Resource Development ☐ Governance (check <u>up to one</u> cross-cutting theme, if applicable) ☐ DRRM ☐ Gender and Development ☐ Inclusive Education ☐ 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:

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:

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: _____

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

ANNEX 3: Declaration of Anti-Plagiarism and Absence of Conflict of Interest

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: _____

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.¹
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: _____

¹ Office of Ethics and Compliance, University of California, San Francisco, retrieved from <http://coi.ucsf.edu/>