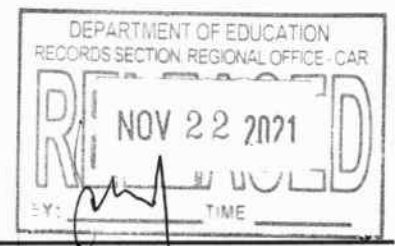




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



November 22, 2021

REGIONAL MEMORANDUM

No. **560.2021**

**2<sup>nd</sup> CALL FOR SUBMISSION OF RESEARCH PROPOSALS**

To: Regional Office Division Chiefs  
Schools Division Superintendents  
Senior Education Program Specialists (Planning and Research Unit)  
All Schools Divisions  
Others Concerned

1. Relative to DepEd Order No. 16, s. 2017 entitled "Research Management Guidelines", this Office, through the Policy, Planning, and Research Division (PPRD) calls for the online submission of research proposals for BERF or non-BERF on or before **December 23, 2021**. It is understood that all proposals submitted were thoroughly reviewed and screened by the Schools Division Research Committee (SDRC) and can be conducted this time of pandemic.
2. Research proposals submitted and approved (BERF or non-BERF) will be included in the region's research activities such as trainings, conferences, and publications.
3. The research proposal in *MS Word* to be submitted should include a scanned copy of the following (there shall be two documents from each proponent, one for the proposal and one for the scanned copies):
  - a. Indorsement from the Schools Division Office
  - b. Application form and endorsement of Immediate Supervisor (Enclosure 1)
  - c. Anti-plagiarism and Absence of Conflict-of-Interest Declarations (Enclosure 2)
  - d. *For BERF*: Certification that the proponent is regular / permanent teaching or non-teaching personnel of the Department of Education and have no pending cases attested by Administrative Officer V and Attorney III. (Enclosure 3)
  - e. Copy of the evaluation and approval from SDRC
4. The absence of one of the required documents or incomplete research proposal will be disapproved without further evaluation.
5. The target implementation of the research proposals shall be March 2022 onwards giving ample time for evaluation and approval of the Regional Research Committee (RRC).
6. Original signed documents shall be submitted later.



Address: Wangal, La Trinidad, Benguet  
Telephone No.: (074) 422-1318  
Email: car@deped.gov.ph



ISO 9001:2015 Certified  
Quality Management System  
DE-50500784 QM15

7. All proponents of approved proposals will be notified for coaching and orientation.
8. For more inquiries, please contact the PPRD at telephone no. 422-1318 or email address [pprdberf.depedcar@gmail.com](mailto:pprdberf.depedcar@gmail.com).
9. Immediate and wide dissemination of this Memorandum is desired.



**ESTELA L. CARIÑO EdD, CESO III**  
Director IV / Regional Director 9

Encl.: As stated

PPRD/ALP/cpp

**Enclosure 1 : Regional Memorandum No. 560.2021**

Research Proposal Application Form and Endorsement of Immediate Supervisor

**A. RESEARCH INFORMATION**

<b>RESEARCH TITLE</b>	
<b>SHORT DESCRIPTION OF THE RESEARCH</b> (This includes the following: main purpose/objective of the study, participants, data collection, data analysis plan)	
<b>RESEARCH CATEGORY (check <u>only one</u>)</b> <ul style="list-style-type: none"><li><input type="radio"/> National</li><li><input type="radio"/> Region</li><li><input type="radio"/> Schools Division</li><li><input type="radio"/> District</li><li><input type="radio"/> School</li></ul> <b>(check <u>only one</u>)</b> <ul style="list-style-type: none"><li><input type="radio"/> Action Research</li><li><input type="radio"/> Basic Research</li></ul>	<b>RESEARCH AGENDA CATEGORY (check <u>only one</u> main research theme)</b> <ul style="list-style-type: none"><li><input type="radio"/> Teaching and Learning</li><li><input type="radio"/> Child Protection</li><li><input type="radio"/> Human Resource Development</li><li><input type="radio"/> Governance</li></ul> <b>(check <u>up to one</u> cross-cutting theme, if applicable)</b> <ul style="list-style-type: none"><li><input type="radio"/> DRRM</li><li><input type="radio"/> Gender and Development</li><li><input type="radio"/> Inclusive Education</li><li><input type="radio"/> Others (please specify): _____</li></ul>
<b>FUND SOURCE</b>	<b>AMOUNT</b>
BERF or Personal	
<b>TOTAL AMOUNT</b>	

**B. PROPONENT INFORMATION**

LEAD PROPONENT / INDIVIDUAL PROPONENT

<b>LAST NAME:</b>	<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>
<b>BIRTHDATE (MM/DD/YYYY)</b>	<b>SEX:</b>	<b>POSITION / DESIGNATION:</b>
<b>REGION / DIVISION / SCHOOL (whichever is applicable)</b>		
<b>CONTACT NUMBER 1:</b>	<b>CONTACT NUMBER 2:</b>	<b>EMAIL ADDRESS:</b>
<b>EDUCATIONAL ATTAINMENT (DEGREE TITLE)</b> <i>enumerate from bachelor's degree up to doctorate degree</i>	<b>TITLE OF THESIS / RELATED RESEARCH PROJECT</b>	
<b>SIGNATURE OF PROPONENT:</b>		

PROPONENT 2

<b>LAST NAME:</b>		<b>FIRST NAME:</b>		<b>MIDDLE NAME:</b>	
<b>BIRTHDATE (MM/DD/YYYY)</b>		<b>SEX:</b>		<b>POSITION / DESIGNATION:</b>	
<b>REGION / DIVISION / SCHOOL (whichever is applicable)</b>					
<b>CONTACT NUMBER 1:</b>		<b>CONTACT NUMBER 2:</b>		<b>EMAIL ADDRESS:</b>	
<b>EDUCATIONAL ATTAINMENT (DEGREE TITLE)</b> <i>enumerate from bachelor's degree up to doctorate degree</i>		<b>TITLE OF THESIS / RELATED RESEARCH PROJECT</b>			
<b>SIGNATURE OF PROPONENT:</b>					

PROPONENT 3

<b>LAST NAME:</b>		<b>FIRST NAME:</b>		<b>MIDDLE NAME:</b>	
<b>BIRTHDATE (MM/DD/YYYY)</b>		<b>SEX:</b>		<b>POSITION / DESIGNATION:</b>	
<b>REGION / DIVISION / SCHOOL (whichever is applicable)</b>					
<b>CONTACT NUMBER 1:</b>		<b>CONTACT NUMBER 2:</b>		<b>EMAIL ADDRESS:</b>	
<b>EDUCATIONAL ATTAINMENT (DEGREE TITLE)</b> <i>enumerate from bachelor's degree up to doctorate degree</i>		<b>TITLE OF THESIS / RELATED RESEARCH PROJECT</b>			
<b>SIGNATURE OF PROPONENT:</b>					

**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: \_\_\_\_\_

**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 Basic Education Research Fund.

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.<sup>1</sup>
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 Research Management Cycle item ii. a.
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 Basic Education Research Fund for any conflict of interest which I have intentionally concealed.

PROPONENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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

**Enclosure 3 : Regional Memorandum No. 560.2021**

**CERTIFICATION**

This is to attest that JUAN DELA CRUZ, Teacher III is a regular/permanent personnel of the Schools Division of Benguet and has no pending administrative case during the time of availing the Basic Education Research Fund (BERF) for Calendar Year 2022.

This certification is issued for all lawful intents and purposes it may serve. Given this 2<sup>nd</sup> day of March 2021 at Wangal, La Trinidad, Benguet.

Attested by:

\_\_\_\_\_  
Administrative Officer V

\_\_\_\_\_  
Attorney III

## REQUIREMENTS FOR RESEARCH PAPERS

- Research papers must be of **Arial font and size of 11 pt.** It must also be typed **double-spaced** on a standard **A4 paper with 1"** on all sides.
- **Title page** – includes the title of the study, name/s of proponent, position, school / office, Schools Division Office

### STYLES AND FORMATTING

Font style – Arial

Font size – 11

Spacing – double space (except for tables)

Paper size – A4

Margins – Normal (1 inch in all sides)

*Folder – A4 brown folder, fastener*

Pagination – Upper – right corner

- Titles – center
- Alignment - left

Basic Research Proposal	Action Research Proposal
<ul style="list-style-type: none"> <li>• Title Page</li> <li>• Table of Contents</li> </ul> <p>Introduction and Rationale Literature Review Research Questions Scope and Limitations Research Methodology     Research Design     Population / Sampling     Data Collection     Plan for Data Analysis     Ethical Issues</p> <p>Timetable/Gantt Chart Cost Estimates (with name and signature) Plan for Dissemination and Advocacy References Appendices (letters, data gathering tools, parent's waiver, assent form, etc.)</p>	<ul style="list-style-type: none"> <li>• Title Page</li> <li>• Table of Contents</li> </ul> <p>Context and Rationale Action Research Questions Proposed Innovation, Intervention and Strategy Action Research Methods     Research Design     Participants and/or other Sources of Data and Information     Data Gathering Methods     Data Analysis Plan     Ethical Issues</p> <p>Action Research Work Plan and Timelines Cost Estimates (with name and signature) Plan for Dissemination and Utilization References Appendices (letters, data gathering tools, parent's waiver, assent form, etc.)</p>

**Template for: Title Page**

Social Media Consumption of the Elementary Teachers in the Schools Division of Abra

A Basic Research Proposal Submitted to the Department of Education  
Cordillera Administrative Region

Submitted by:

Juan Dela Cruz  
Master Teacher II  
Mabili National High School  
Schools Division of Abra

December 2021



**Template for: Timetable / Gantt Chart and / Action Research Work Plan and Timelines**

(Milestone and Activities could be modified depending on the research, this is just an example.)

[illegible]