



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools Division Superintendent**

**February 17, 2025**

**DIVISION MEMORANDUM**

No. 059, s. 2025

**CALL FOR FY 2025 BERF RESEARCH PROPOSALS**

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Elementary and Secondary School Heads**  
**All Others Concerned**  
This Division

1. To continuously promote and strengthen the culture of research in basic education, this Office announces the Call for Research Proposals under the Basic Education Research Fund (BERF) FY 2025.
2. The proponents must submit the following in three hard copies:
  - a. Application Form and Endorsement of Immediate Supervisor of the Proponent (Annex 1),
  - b. Research Proposal (Annex 2), and
  - c. Anti-plagiarism and Absence of Conflict of Interest Declaration (Annex 3)
3. A sample format for Annex 1-3 is attached to this Memorandum.
4. The research papers must be based on DO 39, s. 2016 on the Adoption of the Basic Education Research Agenda within the context of the Region and consider the report of the program implementation review of the programs and activities.
5. Further, the research must cover all learning areas to address issues and gaps in improving learning outcomes.
6. Please submit research proposals to the Office of the Schools Division Superintendent, Attention: Analyn G. Fabria, Education Program Supervisor-SGOD/Division Research Coordinator. Deadline of submission is **March 7, 2025**.



Address: Zone 3, Poblacion, El Salvador City  
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*Transforming Schools,  
Forging Partners*





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7. This office adheres to the Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on the guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
  
8. Immediate and wide dissemination of this Memorandum is desired.

  
**RANDOLPH B. TORTOLA**

Schools Division Superintendent, 

To be included in the Perpetual Index  
Under the following subject: RESEARCH  
SGOD/agf



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

### A. RESEARCH INFORMATION

<b>RESEARCH TITLE</b>	
<b>SHORT DESCRIPTION OF THE RESEARCH</b>	
<b>RESEARCH CATEGORY (check <u>only one</u>)</b> <input type="radio"/> National <input type="radio"/> Region <input type="radio"/> Schools Division <input type="radio"/> District <input type="radio"/> School  <b>(check <u>only one</u>)</b> <input type="radio"/> Action Research <input type="radio"/> Basic Research	<b>RESEARCH AGENDA CATEGORY (check <u>only one</u> main research theme)</b> <input type="radio"/> Teaching and Learning <input type="radio"/> Child Protection <input type="radio"/> Human Resource Development <input type="radio"/> Governance  <b>(check <u>up to one</u> cross-cutting theme, if applicable)</b> <input type="radio"/> DRRM <input type="radio"/> Gender and Development <input type="radio"/> Inclusive Education  <input type="radio"/> Others (please specify): _____
<b>FUND SOURCE (e.g. BERF, SEF, others)*</b>	<b>AMOUNT</b>
<b>TOTAL AMOUNT</b>	

*\*indicate also if proponent will use personal funds*

### 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>SCHOOL / OFFICE ADDRESS:</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>SCHOOL / OFFICE ADDRESS:</b>		<b>DIVISION / REGION:</b>

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.<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 (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: \_\_\_\_\_

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