



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

February 29, 2024

DIVISION MEMORANDUM

No. 109 s. 2024

**CALL FOR THE SUBMISSION OF ACTION RESEARCH PAPER PROPOSALS FOR
CY 2025 TO BE FUNDED BY THE POLICY RESEARCH PROGRAM FUND
(FORMERLY BERF)**

To:

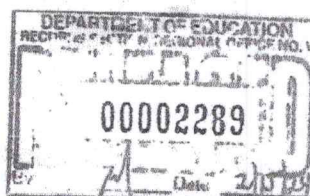
Chiefs Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary School Teachers
All Others Concerned

1. This office invites all research enthusiasts with approved research proposals to submit their Action Research Paper Proposals for CY 2025. This opportunity is being provided under the PRP Fund, in compliance with DepEd Order No. 16, s. 2017 on the implementation of the Research Management Guidelines (RMG).
2. The Action Research Paper Proposals submission process is now open from February 01, 2024, to July 31, 2024. We encourage all qualified individuals to take advantage of this chance to showcase their research skills and earn funding for their projects.
3. Likewise, the submission of the Research Paper Proposal for Action Research requires (2) copies. It must also be accompanied by the evaluation rating from the Schools Division Research Committee (SDRC), utilizing Annex 4.b. Guide for Appraising Action Research Proposals outlined in DepEd Order no. 16 s. 2017. Additionally, supporting documents should be sent to the SDO Planning Research Unit to be forwarded to the Policy, Planning, and Research Division (PPRD) representing the Regional Research Committee (RRC) Secretariat. Enclosures 1 and 2 are provided for information and reference purposes.
4. For any further details and concerns regarding this activity, please do not hesitate to contact the Planning Research Unit of the SDO.
5. For information and widest dissemination of this memorandum to all concerned is desired.

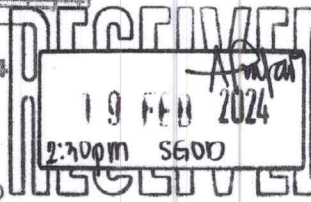

SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
 REGION V - BICOL



15 February 2024



REGIONAL MEMORANDUM
 No. **000172**, s. 2024

CALL FOR THE SUBMISSION OF ACTION RESEARCH PAPER PROPOSALS FOR CY 2025 TO BE FUNDED BY THE POLICY RESEARCH PROGRAM FUND (FORMERLY BERF)

To: Schools Division Superintendents
 Chiefs of the Functional and Support Divisions (FSDs), this office
 Public Elementary and Secondary School Heads
 Senior Education Program Specialist (SEPS) for Planning and Research
 All Others Concerned

1. To facilitate the advancement of the Department's policy formulation, research agenda, and the execution of policy and program development, the Department of Education is steadfast in fostering and enhancing the research culture within the domain of basic education. This strategic initiative is anchored from the derived evidence-based decision-making, a product of diverse educational reforms, and initiatives aimed at refining research mechanisms.

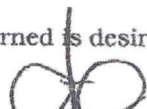
2. In compliance with DepEd Order No. 16, s. 2017, on the implementation of the Research Management Guidelines (RMG), this office hereby announces the Call for the submission of Action Research Paper Proposals for CY 2025 to all interested and qualified research enthusiasts in this department, to be funded by the PRP Fund.

3. The submission of the Action Research Paper Proposals is now open from February 01, 2024, to July 31, 2024.

3. The submission of the Research Paper Proposal for Action Research requires two (2) copies and must be accompanied by the evaluation rating from the SDRC (Schools Division Research Committee), utilizing Annex 4.b: Guide for Appraising Action Research Proposals outlined in DepEd Order No. 16, s. 2017. Additional supporting documents should be sent to the Policy, Planning, and Research Division (PPRD), representing the Regional Research Committee (RRC) Secretariat. Enclosures 1 and 2 are provided for information and reference purposes.

4. For further details and other concerns relative to this activity, please send an e-mail to pprd.rov@deped.gov.ph.

5. The widest dissemination of this memorandum to all concerned is desired.


GILBERT T. SADSAD
 Regional Director

Encls. As stated
 To be indicated in the Perpetual Index
 Under the following subjects:

ACTION RESEARCH
 BASIC EDUCATION
 BERF FACILITY
 RESEARCH

PPRD/hrm
 02/15/2024



Regional Center Site, Rawis, Legazpi City 4500

☎ 0969 516 9555
 ✉ region5@deped.gov.ph

Enclosure 1: PREPARATION AND INCLUSION FOR RESEARCH PAPER PROPOSAL

ACTION RESEARCH	
SDS Endorsement	
Annex 1: Research Proposal Application Form and Endorsement of Immediate Supervisor	
Annex 3: Declaration of Anti-Plagiarism and Absence of Conflict of Interest	
Declaration of Absence of Conflict of Interest	
Annex 4.a Individual Schools Division Research Committee (SDRC) Rating <ul style="list-style-type: none"> a. CID Chief b. SGOD Chief c. SEPS for Planning and Research d. Finance Unit 	
Body of Research: Context and Rationale	
Action Research Questions Proposed Innovation, Intervention, and Strategy	
Research Methods: <ul style="list-style-type: none"> a. Participants and/or Other Sources of Data and Information b. Data Gathering Methods c. Data Analysis Plan Work Plan and Timelines	
Cost Estimates	
Plans for Dissemination and Advocacy <ul style="list-style-type: none"> a. Training Design b. Work Plan c. M&E Tool 	
References	
Research Questionnaire/s	
FORMATTING	
Margin	Left side (1.5in) Right side (1.0in) Top and Bottom (1.0in)
Font and Size	Bookman Old Style
Number of Lines per page	23 lines
Paper Size	Short bond paper

Enclosure 2: FORMAT FOR THE COST ESTIMATES AND FINANCIAL REPORT

A. COST ESTIMATE FORMAT

ACTIVITY	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT

Descriptions:

1. **ACTIVITY:** List of specific activities to conduct in the entire duration of the research activity implementation as reflected in the Work Plan/Gnatt Chart/Timeline.
2. **DESCRIPTION:** Write/list the actual purchase/s (supplies and materials, foods, fare for domestic travel etc.)
3. **QUANTITY:** Refers to the needed actual number of purchase/s
4. **UNIT PRICE:** The actual market price per piece of the purchased item/s
5. **TRAVEL:** Support with Travel Order (TO), Certificates of Appearance (CA) and RERs
6. **MEALS:** Support with Official Receipts and Attendance Sheet from the end-users/participants and respondents.

B. FINANCIAL REPORT FORMAT

ACTIVITY	CASH-OUT	BALANCE
Sample Computation		
ACTION RESEARCH		Php 15,000.00
1. Crafting and preparation of the research paper proposal	Php 2,500.00	Php 12, 500.00
2. Travel to RO for the submission of a revised research paper for evaluation	Php 1,000.00	Php 11,500.00