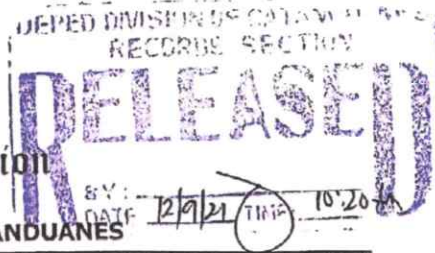




Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF CATANDUANES



December 06, 2021

DIVISION MEMORANDUM

No. 559 s. 2021

ADOPTION OF THE DIVISION RESEARCH MANAGEMENT GUIDELINES

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/In-Charge of the Districts
Private and Public Elementary and Secondary School Heads
Schools Division Research Committee
District/School Research Coordinators
All Others Concerned

1. In support of the Department of Education's policy development process, basic education research agenda and policy development implementation as provided for in DO 43, s. 2015, DO 4, s. 2016, DO 39, s. 2016, and RM 60, s. 2021, this Division seeks to strengthen and further its research practices and innovations to enhance the quality, access, and governance of basic education at the division level. The formulation of this Division Research Management Guidelines is based on these underpinning context and policies.

2. This policy is anchored on DepEd's Research Management Guidelines (RMG) contained in DO 16, s. 2017 and other related policies. The policies and templates attached in these guidelines are envisioned to facilitate the conduct of research and strengthen research initiatives of the division while furthering a culture of research among its personnel and different functional offices.

3. Research initiatives/undertakings that entail funds may be charged against MOOE. As such an allocated funds shall be included in the Annual Procurement Plan (APP).



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4. Widest dissemination of and compliance with this memorandum to all concerned is directed.

SUSAN S. COLLANO
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: as stated

References:

DO 43, s. 2015; DO 4, s. 2016; DO 39, s. 2016; DO 16, s. 2017; RM 60, s. 2021

To be indicated in the Perpetual Index

under the following subjects:

RESEARCH POLICY BASIC EDUCATION

AGT/DM Adoption of the Division Research Management Guidelines

PRS/August 04, 2021



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SDO CATANDUANES RESEARCH MANAGEMENT GUIDELINES

I. Rationale

The Schools Division of Catanduanes has continuously and painstakingly promoted research to advance its practices among the teachers and personnel while strictly adhering to the DepEd research issuances.

The Division is confident in its research program implementation and its adherence to existing relevant DepEd Orders, thru the lead of the Planning and Research Unit. These policies eased the Division's efforts to promote research in the field across the different themes as stipulated in the Basic Education Research Agenda. DO 39, s. 2016 and DO 16, s. 2017 have become the main references of the Division in the implementation of research activities.

DO 16, s. 2017 or the Research Management Guidelines (RMG) is comprehensive enough and the Planning and Research Section believes that localized research rules and processes would facilitate a concise and clearer understanding of the research management processes and protocols in the division level.

This would also ensure that RM 60, s. 2021 or the Adoption of the Basic Regional Research Agenda and DM 274, s. 2021 or the Adoption of the Division Basic Education Research Agenda for SY 2021-2022 will be considered to provide guidance in the implementation of research studies and utilization of the results and findings.

With these aforementioned underpinnings, crafting of a contextualized research protocol while adopting and mirroring the provisions of DO 16, s. 2017 and firmly adhering to DO 39 s. 2016 is congruent to the thrust of the Division to institutionalize research.

II. SCOPE

The Division Research Management Guidelines will guide all governance levels in the division in the management and conduct of research while providing guidance to all DepEd researchers in the schools, districts, and division.

Likewise, researchers who wish to conduct their academic research in the division or even make the schools/teachers a part of their population sample/respondents are expected to abide with the rules set herein.



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A. Division Research Policy

To advance the institutionalization and promotion of a culture of research and to intensify research implementation, the division establishes the following research policy:

1. Each school/section/district shall identify one pressing issue or problem and consequently conduct a research to address the issue while adhering to the Basic Education Research Agenda (BERA). It is also imperative that while considering these agenda, analysis of data along key result areas in the SIP, SRC, and DEDP that respond to Access, Quality, and Governance shall be considered. Considering these baseline data and performance gaps will eventually lead to strategic planning, policy development, and projects/programs implementation.

| Basic Education Research Agenda | Key Result Area |
|---|-----------------------------|
| 1. Teaching and Learning a. Instruction b. Curriculum c. Learners d. Assessment e. Learning Outcomes | Quality |
| 2. Child Protection | Access |
| 3. Human Resource Development a. Teaching and Non-Teaching Qualifications and Hiring b. Career Development c. Employee Welfare | Governance |
| 4. Governance a. Planning b. Finance c. Program Management d. Transparency and Accountability e. Evaluation | |
| <i>Cross-Cutting Themes</i> | |
| Disaster Risk Reduction Management | Quality, Access, Governance |



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| | |
|------------------------|--|
| Gender and Development | |
| Inclusive Education | |

The conduct of action and basic research shall not only be based on the purpose of developing innovations and interventions to improve learning and education and in generating new knowledge based on theories and existing studies. Research must also utilize present problems/issues specifically making sense of the data on SMEA/DMEA results and findings, documents, statistical data, actual situations, experiences, and other evidences that would prove the existence of a problem. Thus, the localized Division Research Agenda shall be adopted for this purpose.

2. Research submission among Education Programs Supervisors (EPSs), Public Schools District Supervisors (PSDSs), Heads of Functional Units in the SDO, Master Teachers, School Heads (Principals, Assistant Principals, HTs, TIC, OIC), and Department Heads is strongly encouraged. They shall conduct at least one action or basic research each school year.
3. Submission of research among teachers and other DepEd personnel (non-teaching/teaching-related) is recommendatory.
4. Schools (with or without MTs) shall conduct and submit one action or basic research every school year spearheaded by the school head as the main proponent with two other teachers from the school. This shall be conducted aside from the research conducted by the MT but with the collaboration of MT in order to resolve problems and issues in their schools.
5. Master Teachers shall conduct research in sole/single authorship for classroom-based research. However, they can conduct team research (maximum of 3 members) for researches that have wider scope – community-based, school/district/division-based researches.
6. Schools and districts shall conduct research-related activities, programs, and projects such as but not limited to the following through limited face-to-face and/or virtual platform:



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- a. Research Orientations
 - b. Research Writeshops
 - c. Research Conference
 - d. Capability Building Training on Conducting Research
7. A School Research Committee (SRC) and District Research Committee (DRC) shall be created to facilitate research processes.
 8. District supervisors, SDRC, DRC and SRC members, school heads, and master teachers shall provide requisite technical assistance (TA) to teachers and track and monitor the conduct of research in their respective schools and districts.
 9. Research proposals at all levels shall undergo paper evaluation. However, research proposals especially those requesting for funding under the Basic Education Research Fund (BERF) shall undergo requisite technical assistance through proposal hearing with the Schools Division Research Committee (SDRC). Proper protocol in submitting proposals at all levels shall be strictly followed (see provision/guidelines in the following pages).
 10. Division personnel (both teaching and non-teaching/teaching-related) taking graduate and post-graduate studies shall align their thesis/dissertation to BERA. Those who will conduct their academic research in the division shall submit a letter of intent addressed to the SDS, attached with a copy of the research proposal, to the Planning and Research Section for recording. The same shall be forwarded to the Office of the Schools Division Superintendent (OSDS) for approval. The OSDS shall issue a communication conveying the researcher the latter's endorsement for the conduct of the research. Implementation of the research shall only commence upon the issuance of the endorsement from the OSDS. Researchers shall be required to submit a copy of their completed research to the Planning and Research Section for archiving and for referencing of future studies.





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11. No thesis and dissertation prepared as an academic requirement for graduate and post-graduate degrees is allowed for BERF funding. Likewise, it shall not be given credit when submitted for promotion purposes. Theses and dissertations, however, shall be allowed for presentation and dissemination of results purposes only and cannot be accepted as entries during division-initiated competitions or awards.
12. Full-blown research shall be allowed for presentation in conferences, fora, and publication in the Division Research Journal if it had undergone screening and evaluation of the SDRC.
13. Researchers can conduct research in support, in partnership, in co-authorship with research partners such as but not limited to SUCs, LGUs, NGOs, and private and public government agencies with the approval of the SDS.
14. Dissemination of research results and/or providing capability trainings initiated by other agencies with proper coordination with the PRU shall be led by the former. Likewise, they shall shoulder expenses that will be incurred during the conduct of such activities.
15. The SDO and its functional units, districts and schools shall maintain a record of all researches conducted in the district and shall ensure that research protocols, ethics, and guidelines are strictly followed.
16. Copies of duly approved research studies shall be submitted to the Division Planning and Research Section upon completion for results dissemination, utilization, advocacy, policy formulation, decision making, and archival. The schools, districts, or the division shall issue a memorandum on this regard so that any innovation as an offshoot of an action research could have a separate credit for promotion.

B. Research Committees and Terms of Reference

The Schools Division Research Committee (SDRC) is the mandated body to assume the responsibilities of research management in the schools division level and



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shall perform the roles and responsibilities as stipulated in D) 16, s. 2017. (Please refer to DM 273, s. 2021 re Composition of the Schools Division Research Committee).

In order to facilitate efficiently and effectively the conduct of researches in the Division, District Research Committee (DRC) and School Research Committee (SRC) were formed.

| District Research Committee | | |
|-----------------------------|-----------------------------------|--|
| Chairperson | District Supervisor | Leads research initiatives at the district level to further the research thrusts of the division. The chairperson shall provide support and technical assistance to ensure integrity and validity of the study before endorsing it to the SDRC. The chairperson shall designate members of the DRC and subsequently prepares the Special Order (SO) for the approval of the Schools Division Superintendent. |
| Members | District Research Coordinator | Provides support and facilitates the submission, evaluation, and approval of the study from the district to the division. |
| | District Research Language Editor | Edits and proofreads for correct grammar usage and technical format of the research; ensures that corrections marked are considered and incorporated in the research manuscript |
| | District Research Statistician | Reviews for statistical methods used (if any) and ensures the correctness of the data gathering methods employed in the study |

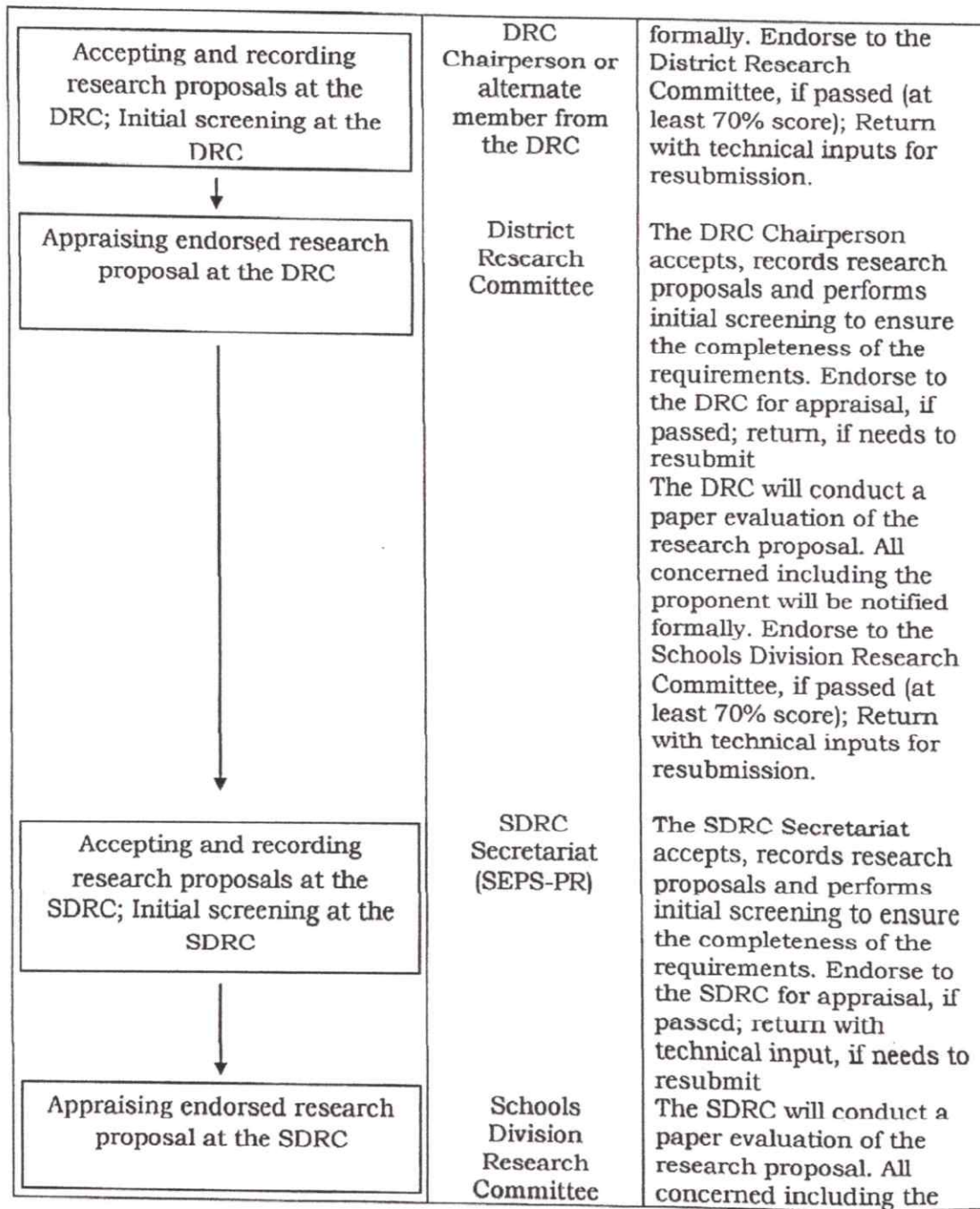
| School Research Committee | | |
|---------------------------|-------------|--|
| Chairperson | School Head | Leads research initiatives at the school level to further the research thrusts of the division. The chairperson shall provide support and technical assistance to ensure integrity and validity of the study before endorsing it to the DRC. The chairperson shall designate members of the SRC and subsequently prepares the Special Order (SO) for the |



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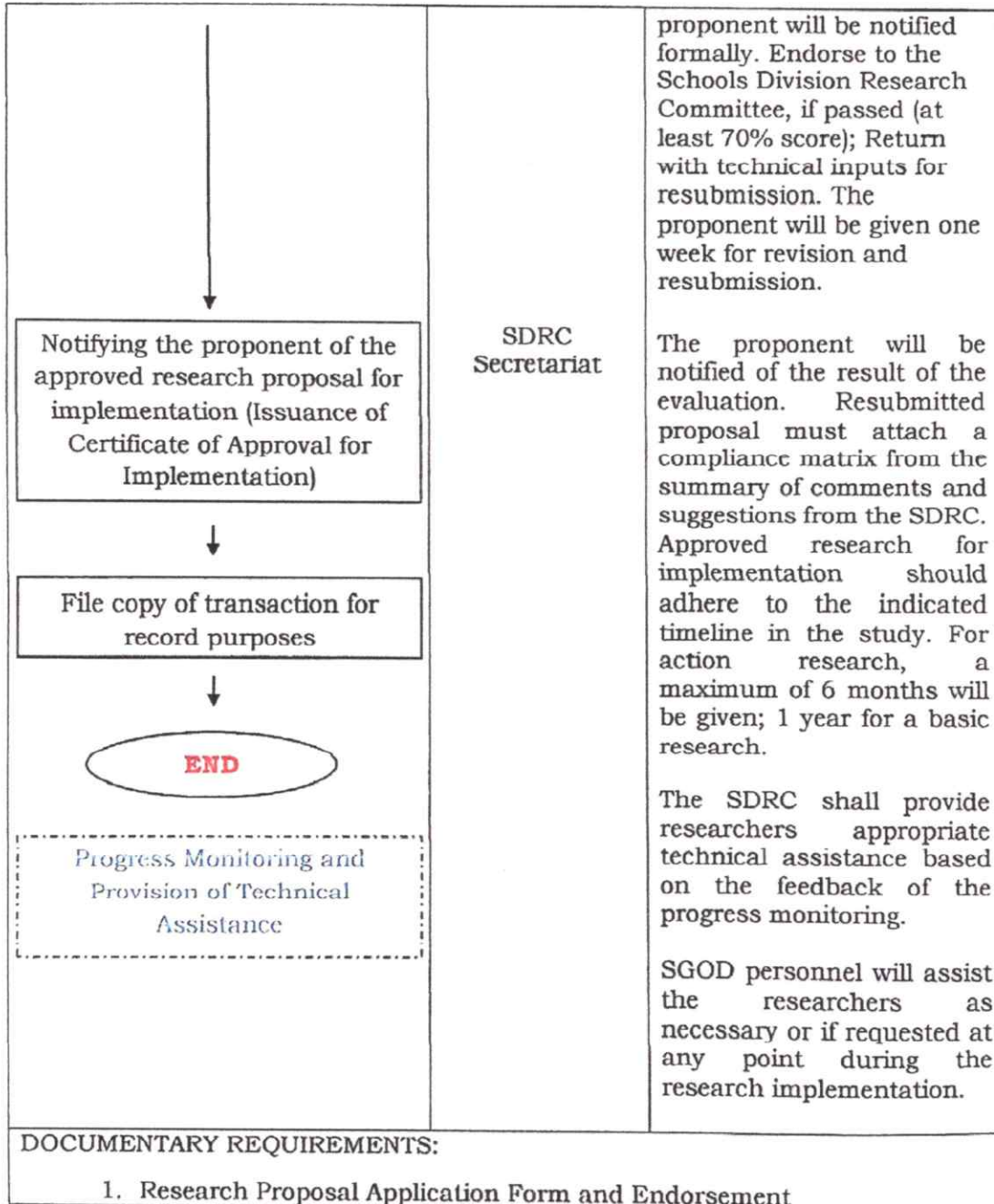
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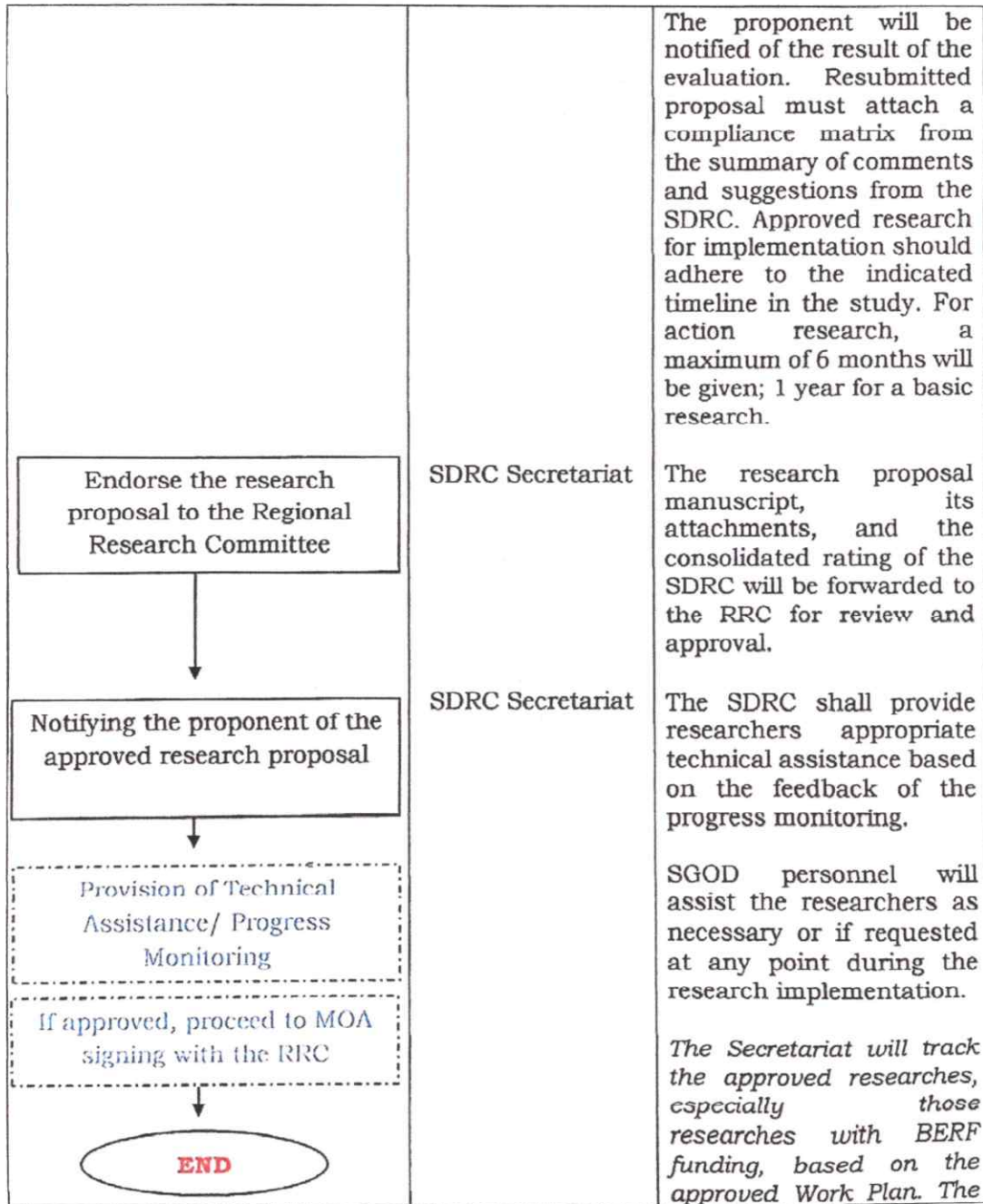
- 2. Approval Sheet and Endorsement Form (SRC, DRC, SDRC)
- 3. Declaration of Anti-Plagiarism
- 4. Declaration of Absence of Conflict of Interest
- 5. Action/Basic Research Proposal Manuscript

Review of Submitted BERF-Funded Action and Basic Research Proposals for Approval

| PROCESS FLOW | RESPONSIBLE PERSON/S | DETAILS |
|--|---|---|
| <p style="text-align: center;">START</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Accepting and recording research proposals at the SDRC</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Initial screening at the SDRC</p> <p style="text-align: center;">↓</p> | <p style="text-align: center;">SDRC Secretariat (SEPS-PR)</p> <p style="text-align: center;">Schools Division Research Committee</p> | <p>The SDRC Secretariat accepts, records research proposals and performs initial screening to ensure the completeness of the requirements. Endorse to the SDRC for appraisal, if passed; return with technical input, if needs to resubmit</p> <p>The SDRC will conduct a paper evaluation of the research proposal. All concerned including the proponent will be notified formally. Endorse to the Schools Division Research Committee, if passed (at least 70% score); Return with technical inputs for resubmission. The proponent will be given one week for revision and resubmission.</p> |



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| | | <i>SDRC shall conduct periodic visits to the location of the research and to discuss with the researchers the status of their studies.</i> |
| DOCUMENTARY REQUIREMENTS: <ol style="list-style-type: none"> 1. Research Proposal Application Form and Endorsement 2. Approval Sheet and Endorsement Form (SRC, DRC, SDRC) 3. Declaration of Anti-Plagiarism 4. Declaration of Absence of Conflict of Interest 5. Action/Basic Research Proposal Manuscript | | |

Review of Submitted Non-BERF Action and Basic Research Completed Report for Acceptance

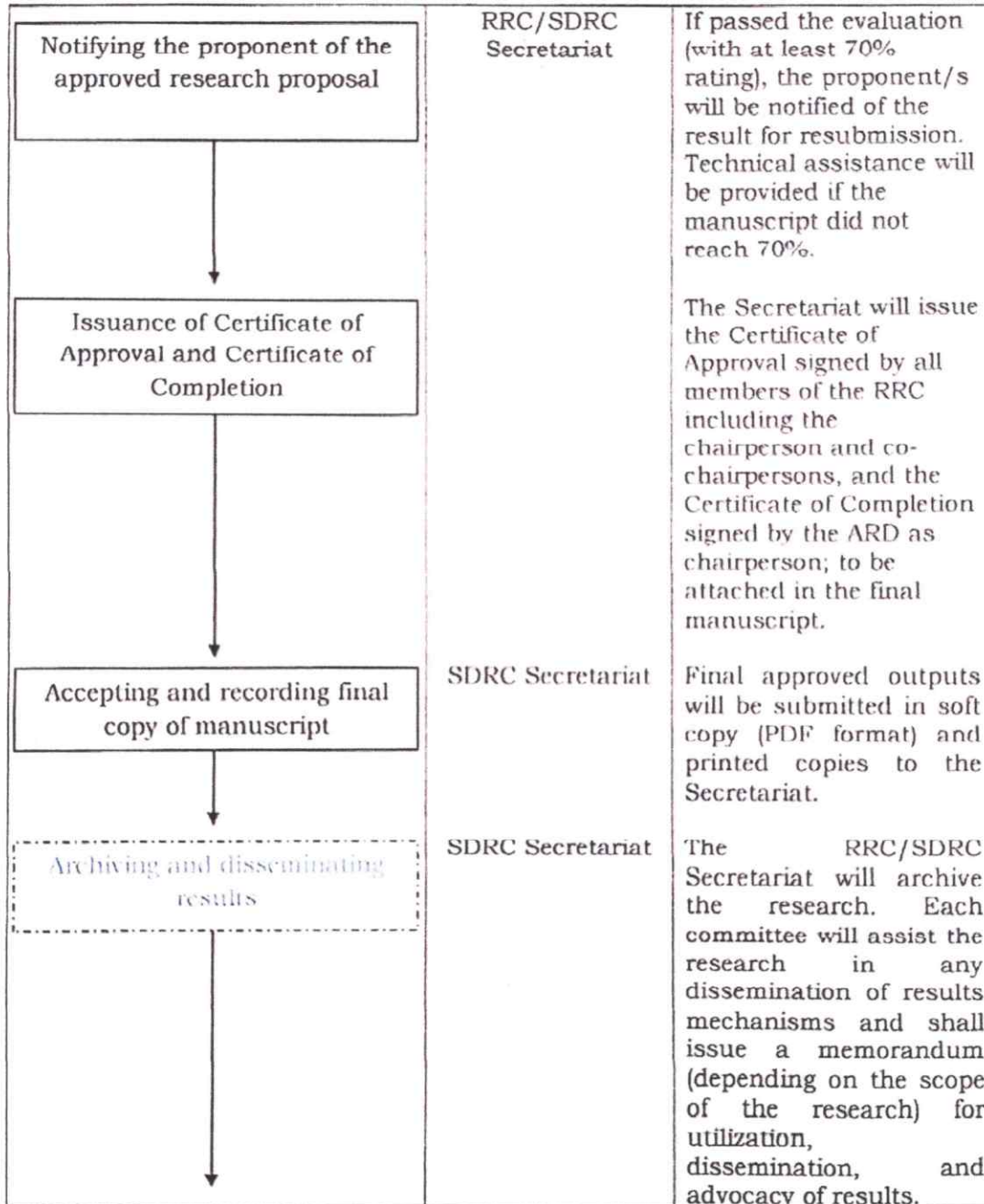
| PROCESS FLOW | RESPONSIBLE PERSON/S | DETAILS |
|--------------|----------------------------------|--|
| | SDRC Secretariat (SEPS-PR) | Researchers must submit their completed researches to the SDRC. The Secretariat receives the manuscript with the attachments. |
| | SDRC Secretariat | The Secretariat will conduct technical evaluation to determine the acceptability of the output. Submitted outputs with lacking requirements, comments and recommendations will be returned for revision. |
| | SDRC Secretariat SDRC Members | The manuscript will be endorsed to the members of the SDRC for appraisal. |



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| | |
|--|---|
| <p>Release and Liquidation of Funds</p> <p>↓</p> <p>END</p> | <p>The release and liquidation of funds are dependent on the submission and acceptance of the grantee's deliverables. Once the deliverables are accepted by the research committees and submitted to the Budget and Accounting Divisions, the approved amount will be released to the grantee. The Secretariat will inform the grantee when the funds are released.</p> <p>To facilitate the release of funds, grantee/s will submit their deliverables to the secretariat as indicated in their approved work plan. The secretariat will review the submitted documents, and send completed staff work to the concerned research committee for the issuance of letter of acceptance.</p> |
| <p>DOCUMENTARY REQUIREMENTS:</p> <ol style="list-style-type: none">1. Research Proposal Application Form and Endorsement2. Approval Sheet and Endorsement Form (SRC, DRC, SDRC)3. Declaration of Anti-Plagiarism4. Declaration of Absence of Conflict of Interest5. Action/Basic Research Proposal Manuscript | |



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D. Division Research Cycle

i. Call for Research Proposals

After the National and Regional Research Committee (RRC) had issued their call for submission of research proposals, the SDRC in close coordination with the RRC will assist in the wide dissemination for the call for proposals in schools. The Secretariat shall conduct info-dissemination campaign and capacity building activities in preparation for submission of proposals.

Proponents shall be given one month after the call was posted to submit their proposed study. The topic of the research must be within the research priorities across four identified themes and three cross-cutting themes and the Key Result Areas - Access, Quality, and Governance. It is highly encouraged to consider the Division Research Agenda which is also anchored on the national and regional research agenda.

The research proposal shall be submitted in printed and electronic copy. It must be endorsed first by the SRC to the DRC and the latter shall endorse it to the SDRC.

Research proposals must adhere to the required template provided in DO 16, s. 2017, to wit:

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



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- VIII. Plans for Dissemination and Advocacy
- IX. References

Action Research Proposal 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 Information
 - b. Data Gathering Methods
 - c. Data Analysis Plan
- V. Action Research Work Plan and Timelines
- VI. Plans for Dissemination and Utilization
- VII. References

Research which shall be funded by the Basic Education Research Fund (BERF) shall enclose the following additional documents:

- 1. Application Form and Endorsement of Immediate Supervisor of the Proponent
- 2. Declaration of Anti-Plagiarism; and
- 3. Declaration of Absence of Conflict of Interest

ii. Evaluation of Proposals

- a. Initial Screening

For BERF Funding

The SDRC Secretariat will conduct the initial screening of submitted research proposals against eligibility requirements. Proposals with the following conditions shall be returned with appropriate technical inputs:

- 1. Incomplete documentary requirements
- 2. Conflict of interest in personal and professional aspects
- 3. Non-conformance to research ethics



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4. Exceeding the maximum amount of research grant with no provision of cost-sharing
5. Non-alignment of research topic with the national and local Basic Education Research Agenda (BERA)
6. Cost estimates are not within the existing accounting and auditing rules and regulations.

For Non-BERF

The SDRC Secretariat will conduct the initial screening of submitted research proposals against completeness and adherence to the prescribed format. Proposals with the following conditions shall be returned to the proponents with appropriate technical inputs for revision:

1. Lacking required parts for research proposal
2. Non-conformance to research ethics
3. Non-alignment of research topic with the national and local Basic Education Research Agenda (BERA)

The SDRC Secretariat shall inform the proponents of the result of the initial screening. Research proposals which passed the screening shall be forwarded to the SDRC for a thorough evaluation.

b. Committee Evaluation

The research committee shall evaluate the proposals using the criteria and scoring in the enclosed template.

To qualify for approval for BERF funding and to be endorsed for implementation, the proponent must obtain a minimum score of 70%. The research committee shall provide comments to the proposals for the proponent's consideration prior to the implementation of the research.

Likewise, for proposals not to be funded with the BERF, they must still obtain a minimum score of 70% and must be endorsed by the SDS for implementation.



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c. Notification of Results

The SDRC Secretariat shall send a notification letter to the proponent once the Research Committee has evaluated the proposal.

The SDRC shall signify its approval for the conduct of the research through the issuance of an endorsement to be signed by the following:

For non-teaching/teaching-related personnel, the endorsement will be signed by the Secretariat, SGOD Chief, SDRC Chair, and the SDS. Likewise, the endorsement for the research of teaching personnel shall be signed by the Secretariat, CID Chief, SDRC Chair, and the SDS.

For BERF funding approved proposals, the Secretariat shall orient the proponents on the requirements, roles, and responsibilities of the researchers and the concerned committees.

Proponents of disapproved proposals (for BERF funding/non-BERF) shall be encouraged to resubmit their proposals for consideration once the comments and suggestions from the previous evaluation are incorporated in their write-up. If the resubmitted proposals are finally approved, the proponents shall be duly notified.

d. Progress Monitoring

The Secretariat will track the approved researches, especially those researches with BERF funding, based on the approved Work Plan. The SDRC shall conduct periodic visits to the location of the research and to discuss with the researchers the status of their studies.

School Heads and Education Program Specialists – ALS will track the progress of the approved researches in their respective schools and CLCs.

e. Technical Assistance



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The SDRC shall provide researchers appropriate technical assistance based on the feedback of the progress monitoring.

SGOD personnel will assist the researchers as necessary or if requested at any point during the research implementation.

f. Provision of Changes and Extension

The Secretariat must be informed immediately if there are deviations from the original and approved research proposal.

If modifications on the research design shall be made, the researcher must write a letter to the SDRC detailing the changes to be made. The SDRC will evaluate the changes for their approval. However, the approved research topic cannot be changed anymore by the researcher once the study has started.

For BERF funded studies, cost implications due to changes will not be granted with additional funds, unless another funding source is available for this purpose. Cost sharing arrangements if applicable, should be explicitly indicated in the proposal.

Is there is a need for an extension, a letter request for extension with justification must be submitted to the SDRC chair. Valid reasons for the extension will be decided by the committee. The researcher will be allowed only one request for extension. The duration of the extension will be assessed and decided by the SDRC. Granted extensions, however, will not exceed one year.

For BERF funded researches, the request for extension will be approved, provided there will be no additional cost to DepEd.

In cases where unforeseen circumstances force the cessation of the conduct of research, the researcher shall write a letter to the SDRC informing the stoppage of the study with justification and documentary support.



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g. Submission of Research and Acceptance

Researchers must submit their completed researches to the SDRC. The Secretariat will conduct technical evaluation to determine the acceptability of the output. Submitted outputs with lacking requirements, comments and recommendations will be returned for revision.

Final approved outputs will be submitted in soft copy (PDF format) and printed copies to the Secretariat after which a Certificate of Completion signed by the SDRC and approved by the Schools Division Superintendent shall be issued to the researcher.

Submitted research must contain the following requirements for completed research report:

Completed Basic Research Template

- I. Title Page
- II. Approval Sheet
- III. Abstract
- IV. Acknowledgement
- V. Table of Contents
- VI. Introduction of the Research
- VII. Literature Review
- VIII. Research Questions
- IX. Scope and Limitation
- X. Research Methodology
 - a. Sampling
 - b. Data Collection
- XI. Discussion of Results and Recommendations
- XII. Dissemination and Advocacy Plans
- XIII. References
- XIV. Financial Report (for BERF funded research only)
- XV. Appendices
 - a. SRC Certification



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- b. DRC Certification
- c. SDO Endorsement
- d. Research Instruments
- e. Letter of Permission
- f. Curriculum Vitae

Completed Action Research Template

- I. Title Page
- II. Approval Sheet
- III. Abstract
- IV. Acknowledgement
- V. Table of Contents
- VI. Context and Rationale
- VII. Innovation, Intervention, and Strategy
- VIII. Action Research Questions
- IX. Action Research Methods
 - a. Participants and/or Other Sources of Data and Information
 - b. Data Gathering Methods
- X. Discussion of Results and Reflection
- XI. Action Plan
- XII. References
- XIII. Financial Report (for BERF funded research only)
- XIV. Appendices
 - a. SRC Certification
 - b. DRC Certification
 - c. SDO Endorsement
 - d. Research Instruments
 - e. Letter of Permission
 - f. Curriculum Vitae

h. Dissemination and Utilization

In order to optimize the results of the studies conducted, research managers in collaboration with the researchers will take appropriate measures to ensure dissemination and utilization of the research results.





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Master Teachers are required to utilize and disseminate the research conducted based on their plan for dissemination and utilization.

As part of the dissemination process, researchers shall share their findings through research conferences and research fora.

For wider dissemination of research results, the SDRC shall publish research journals and bulletins. Teachers shall also disseminate and utilize their research through Learning Action Cells (LACs), In-Service Training (INSET), SGC meetings, Enhanced Schools Improvement Plan (eSIP), Annual Implementation Plan (AIP), and School Report Card (SRC).

Activity Completion Report (ARC) of conducted dissemination mechanisms shall be submitted to the Planning and Research Section of the Division.

C. Technical Format

Action/Basic Research proposals and completed researches for approval and submission to the division office respectively shall observe and adhere to the following format:

1. Paper Size: A4, substance 20
2. Margin: 1" on all sides
3. Font Style: Times New Roman; font size is 12 points throughout the paper except for main title/main heading (16 points) and sub-headings (14 points)
4. Spacing: double-spaced
5. Alignment: Justified for the body text/paragraph; centered for the main title and main heading; flushed left for sub-heading
6. Cover/Title Page: See Enclosure No. 1
7. APA Style (7th edition) on all citation and references
8. Tables and Figures Spacing: single-spaced for tables and figures headings and contents
9. Pagination (center of the footer) should follow the format below:

| Research Part | Corresponding Page |
|----------------|--------------------|
| Title Page | |
| Approval Sheet | ii |





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| | |
|-----------------------------|-------------|
| Acknowledgement | iii |
| Abstract | iv |
| Table of Contents | v |
| Introduction | 1 |
| And so on, up to appendices | 2,3,4,5.... |

10. Binding/Packaging: Proposed researches shall be enclosed in 4 long folders for submission at the SDC/DRC; 4 long folders for endorsement at the SDRC; completed researches must be submitted in 3 hard bound copies (including the personal copy of researchers), in yellow cover. For BERF-funded researches, 4 hard bound copies shall be submitted.





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Enclosure No. ___ of DM No. ___, s. 2021

TITLE PAGE TEMPLATE

[Title, ALL CAPS]

A Completed (Action/Basic) Research

SY _____

Submitted by:

[Name of Researcher/s]

Position

Submitted to:

SCHOOLS DIVISION RESEARCH COMMITTEE

DcpEd Schools Division of Catanduanes

[Date]



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SCHOOL RESEARCH COMMITTEE CERTIFICATION TEMPLATE

[DepEd Heading]

[Date]

CERTIFICATION

(School Research Committee)

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the research titled,
“ _____ ” prepared and submitted by
_____, [position] of _____ for S.Y.
_____ had undergone thorough examination by the School Research
Committee (SRC) and is hereby recommended for evaluation by the District Research
Committee (DRC)

THIS CERTIFICATION is issued for research evaluation, endorsement, and
approval purposes.

School Research Language Editor

School Research Statistician

School Research Chairperson



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Enclosure No. ___ of DM No. ___, s. 2021

DISTRICT RESEARCH COMMITTEE CERTIFICATION TEMPLATE

[DepEd Heading]

[Date]

CERTIFICATION

(District Research Committee)

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the research titled,
“ _____ ” prepared and submitted by
_____, [position] of _____ for S.Y.
_____ had undergone thorough examination by the District Research
Committee (DRC) and is hereby recommended for evaluation by the Schools Division
Research Committee (SDRC).

THIS CERTIFICATION is issued for research evaluation, endorsement, and
approval purposes.

District Research Language Editor

District Research Statistician

District Research Chairperson



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APPROVAL TEMPLATE

[DepEd Heading]

APPROVAL SHEET

TO SCHOOLS DIVISION RESEARCH COMMITTEE:

Respectfully submitted to the members of the Schools Division Committee (SDRC) the herein completed [Action/Basic] research titled, " _____ " conducted and completed on _____ for approval.

[Name and Signature of the Researcher]

SDRC Chairperson (ASDS)

SDRC Co-Chairperson (Chief-SGOD)

SDRC Co-Chairperson (Chief-CID)

SDRC Member (SEPS-PRS)

SDRC Member (EPS-CID)



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RESEARCH PROPOSAL APPLICATION FORM & ENDORSEMENT

A. RESEARCH INFORMATION

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

**indicate also if proponent will use personal funds*

B. PROPONENT INFORMATION

LEAD PROPONENT/INDIVIDUAL PROPONENT

| | | |
|-------------------|--------------------|---------------------|
| LAST NAME: | FIRST NAME: | MIDDLE NAME: |
| | | |



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| | | |
|---|---|------------------------------|
| BIRTHDAY (MM/DD/YYYY) | SEX: | POSITION/DESIGNATION: |
| REGION/DIVISION/SCHOOL | | |
| CONTACT NUMBER 1: | CONTACT NUMBER 2: | EMAIL ADDRESS: |
| EDUCATION ATTAINMENT (Degree Title) (Enumerate from bachelor's Degree up to doctorate degree) | TITLE OF THESIS/RELATED RESEARCH PROJECT | |
| | | |
| | | |
| SIGNATURE OF PROPONENT: | | |

PROPONENT 2

| | | |
|---|---|------------------------------|
| LAST NAME: | FIRST NAME: | MIDDLE NAME: |
| BIRTHDAY (MM/DD/YYYY) | SEX: | POSITION/DESIGNATION: |
| REGION/DIVISION/SCHOOL | | |
| CONTACT NUMBER 1: | CONTACT NUMBER 2: | EMAIL ADDRESS: |
| EDUCATION ATTAINMENT (Degree Title) Enumerate from bachelor's Degree up to doctorate degree | TITLE OF THESIS/RELATED RESEARCH PROJECT | |
| | | |
| | | |
| SIGNATURE OF PROPONENT: | | |

PROPONENT 3

| | | |
|-------------------|--------------------|---------------------|
| LAST NAME: | FIRST NAME: | MIDDLE NAME: |
|-------------------|--------------------|---------------------|



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| | | |
|---|---|--------------------------------|
| BIRTHDAY (MM/DD/YYYY) | SEX: | POSITION / DESIGNATION: |
| REGION / DIVISION / SCHOOL | | |
| CONTACT NUMBER 1: | CONTACT NUMBER 2: | EMAIL ADDRESS: |
| EDUCATION ATTAINMENT (Degree Title) Enumerate from bachelor's Degree up to doctorate degree | 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: _____



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Enclosure No. ___ of DM No. ___, s. 2021

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 acknowledgement 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: _____



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DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

1. I, _____, understand that conflict of interest refers to the situations in which financial or other personal considerations may compromise my judgement 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 DepEd Order No. 16, s. 2017.
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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SPECIAL ORDER FORMAT

[DepEd Heading]

SPECIAL ORDER

No. ____, s. 20__

TO : _____

FROM: _____

DATE : _____

1. In the exigency of the service and in addition to your duties and responsibilities as _____ of _____, you are hereby designated as _____ of _____.
2. In view hereof, you are expected to perform the roles and responsibilities anent the designation as provided for in DM No. ____, s. 2021.
3. This designation shall take effectively upon signing by the SDS.
4. For your information and compliance.

SUSAN S. COLLANO

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

CONFORME: _____

[Name and Signature of Designate]

cc: *Records Section*
School
Concerned



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Guide for Appraising Basic Research Proposals

| | | Increasing Levels of Quality and their Descriptions | |
|---|---|---|---|
| Main Criteria | Sub-criteria | | |
| Rationale of the Basic Research (10 points) | Not described | The research proposal presents a general description of the topic or focus of inquiry. | The educational relevance and timelines of the research topic are shown. It explains the need to conduct research to understand a phenomenon, advance or validate knowledge, improve a situation, or address an issue/problem. (8 points) |
| | | (no points) | The nature, extent and salience of the research topic are comprehensively discussed. Different aspects of the research setting are elaborated showing in-depth and critical analysis of the situation. Policy implications, benefits and limitations of the study are stated. (10 points) |
| Research Questions (20 points) | Not stated | (5 points) The research proposal has a stated aim, objective, or general research questions. | (10 points) The research questions logically proceed from the context of the study. They are formulated to clearly show the extent and different angles of inquiry. |
| | | (no points) | (20 points) |
| Use of related Literature and Proper Citation (15 points) | Not provided | (10 points) The research proposal cites theories and/or previous studies related to the present research. Sources are properly acknowledged. | (15 points) Viewpoints and issues underlying the present research are discussed and synthesized. They are critically evaluated to identify inconsistencies or gaps in current knowledge or educational policy that the study intends to address. Constructs are defined and presented in a conceptual framework. Citation of literature sources is consistent. |
| | | (5 points) | (10 points) |
| Research Methods (40 points) | Participants and/or other Sources of Data and Information | Not stated | Details are provided about the target participants (i.e. number, characteristics, sampling procedure, if any) and other sources of data and information. Clear rationale for their inclusion in the study is given. |



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| | | | | |
|---|------------------------------|--|---|--|
| (10 points) Data Gathering Method/s and Research Instruments (20 points) | (no points) Not described | (5 points) The research proposal presents a general description of the methods to be employed for gathering data. | (10 points) Details of data gathering methods are provided: the specific kinds of data, how and when they will be collected. It describes any research instruments (i.e. Test, scale, survey questionnaire, checklist, interview guide) to be developed or adopted. | (10 points) The proposal explains why the data gathering methods are suited to the nature and purpose of the study. The data gathering methods are aligned with the research questions. Details about research instruments are presented such as their sources or how they will be developed and by whom, and their appropriateness for obtaining the desired kind of data/information. |
| Data Analysis Plan (10 points) | (no points) Not stated | (10 points) The research proposal presents a general description of how the gathered data/information will be analysed. | (15 points) Details of the methods of data analysis are given. Techniques (e.g. quantitative/statistical, qualitative) or both methods, as well as tools (e.g. software) to be employed are specified. | (20 points) The selected methods of data analysis are shown to be appropriate to the nature of the data/information to be gathered and for addressing the research questions. |
| Work Plan and Timelines (10 points) | (no points) Not included | (5 points) The research proposal includes a list of major activities and their timelines | (8 points) A detailed work plan is provided covering start to completion of the research. Timelines are realistic and show concretely how the research will unfold over the allowed period. The overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken. | (10 points) The overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken. |
| Cost Estimates (10 points) | (no points) Not included | (5 points) The research proposal includes a list of major items and their estimated costs. The total cost is shown. | (10 points) A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the research and adhere to BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that he/ she will be accountable for. | (10 points) A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the research and adhere to BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that he/ she will be accountable for. |



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Guide for Appraising Basic Research Proposals

| Main Criteria | | Sub-Criteria | Increasing Levels of Quality and their Descriptions | |
|--|--|---------------|---|---|
| Rationale of the Action Research (30 points) | Context (15) | Not described | The action research proposal presents a general description of the problem or issue as its focus of inquiry. | The educational relevance and timelines of the problem or issue are shown. The need to conduct action research as a way to address or improve the situation is explained. |
| | | (no points) | (8 points) The action research proposal mentions an intervention, innovation or strategy to be tried out to address the problem or issue. | (12 points) The proposal outlines when and where the intervention, innovation or strategy will be undertaken and who will be involved. Activities to be undertaken are stated. |
| Proposed Intervention, Innovation, Strategy (15) | Proposed Intervention, Innovation, Strategy (15) | Not presented | The action research proposal has a stated aim, objective, or general research questions. | The rationale, extent and limitation of the intervention, innovation or strategy are explained in detail. Its plausibility as a way to address the problem or issue is given support. |
| | | (no points) | (8 points) | (15 points) |
| Action Research Questions (30 points) | Action Research Questions | Not stated | The action research proposal states the target participants and/or other sources of data and information (e.g. learners, teachers, documents, realia, learner's products, others) | The research questions logically proceeds from the context of the inquiry. It clearly relates to the identified problem or issue and conveys the desired changed or improvement. |
| | | (no points) | (15 points) | (30 points) |
| Action Research Methods (30 points) | Participants and/or other Sources of | Not stated | | Details provided about the target participants (e.g. number, characteristics, and sampling procedures if any) and/or other sources of data and information. |
| | | (no points) | | |



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|--|------------------------------|--|---|---|
| Data and Information (10) | (no points) Not described | (5 points) The action research proposal presents a general description of the methods to be employed for gathering data. | Details of the data gathering methods are provided: the specific kinds of data, how and when they will be collected (e.g. pre-test and post-test scores), research instruments, if any, are described (e.g. tests, scale, survey, questionnaire, checklist, interview guides, others). | Clear rationale for their inclusions in the study is given. (10 points) |
| | (no points) Not stated | (5 points) The action research proposal presents a general description of how the gathered data/information will be analysed. | (8 points) Details of the methods of the data analysis are given. Techniques (quantitative/statistical, qualitative, or both methods), as well as tools (e.g. software) to be employed are specified. | The proposal explains why the selected data gathering methods is suited to the nature and purpose of the action research. The data gathering methods is aligned with the research questions. Research instruments, if any, are appropriate of obtaining the desired kind of data/information. (10 points) |
| Data Analysis Plan (10) | (no points) Not included | (5 points) The action research proposal includes a list of major activities and their timeliness. | (8 points) A detailed work plan is provided covering start to completion of the research. Timelines are realistic and show concretely how the research will unfold over the allowed period. The overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken. | The selected method of data analysis is shown to be appropriate to the nature of the data/information to be gathered and for addressing the research questions. (10 points) |
| | (no points) Not included | (3 points) The action research proposal includes a list of major items and their estimated cost. The total cost is shown. | (5 points) A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the research and adhere to BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that he/she will be accountable for. | |
| Action Research Work Plan and Timelines (5 points) | (no points) Not included | (3 points) The action research proposal includes a list of major items and their estimated cost. The total cost is shown. | (5 points) A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the research and adhere to BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that he/she will be accountable for. | |
| Cost Estimates (5 points) | (no points) Not included | (3 points) The action research proposal includes a list of major items and their estimated cost. The total cost is shown. | (5 points) A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the research and adhere to BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that he/she will be accountable for. | |



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