



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

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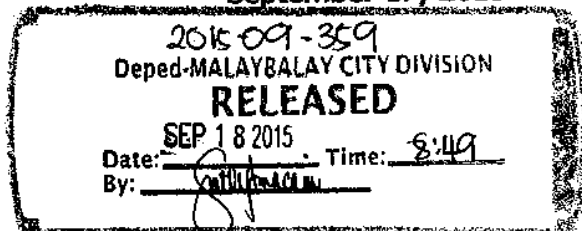
Website: <http://www.depedmalaybalay.net>



September 17, 2015

**DIVISION MEMORANDUM**

No. 349 s. 2015




**DISSEMINATION OF DEPED ORDER NO. 43, s. 2015**  
( REVISED GUIDELINES FOR THE BASIC EDUCATION RESEARCH FUND (BERF) )

TO: Chief Education Supervisor & Staff, Curriculum Implementation Division  
Chief Education Supervisor & Staff, Schools Governance & Operations Division  
Public Schools District Supervisors/District OIC's  
Public/Private School Heads/Administrators  
All Others Concerned  
This Division

Enclosed is **DepED Order No. 43, s. 2015** entitled **Revised Guidelines for the Basic Education Research Fund (BERF)** the content of which is self-explanatory.

For information and dissemination.

  
**EDILBERTO L. OPLENARIA, CESO VI**  
OIC-Schools Division Superintendent



Republic of the Philippines  
**Department of Education**

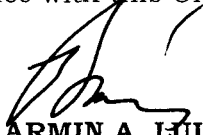
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DepEd O R D E R  
No. **43**, s. 2015

**REVISED GUIDELINES FOR THE BASIC EDUCATION RESEARCH FUND (BERF)**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. The Department of Education is continuing its initiatives towards strengthening evidence-based policy development and decision-making through the provision of research fund to eligible proponents from the national, regional, schools division offices to the public elementary and secondary schools nationwide. Funds shall come from the Fiscal Year (FY) 2015 General Appropriations Act-Basic Education Research Fund (GAA-BERF) and succeeding years thereon.
2. To promote the culture of research, eligible proponents shall utilize the research fund for research projects anchored on the following thematic areas:
  - a. Improving Access to Education;
  - b. Improving the Quality of Education; and
  - c. Improving Governance.
3. The enclosed revised guidelines shall serve as a guide on the application, availment, release, utilization, liquidation, monitoring, and reporting of the BERF.
4. All existing DepEd Orders and DepEd Memoranda, particularly the provisions in DepEd Order No. 24, s. 2010, which are inconsistent with this DepEd Order, are rescinded. These guidelines shall remain in force and in effect, unless sooner repealed, amended, or rescinded.
5. Moreover, this policy shall take effect 15 days after the publication in the Official Gazette and by the Office of the National Administrative Register (ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City.
6. For more information, all concerned may contact the **Policy Research and Development Division-Planning Service (PRD-PS)**, Department of Education (DepEd) Central Office (CO), Teodora Alonso Bldg., DepEd Complex, Meralco Avenue, Pasig City at telephone no.: (02) 635-3976 or at telefax no.: (02) 633-7275 or email at [ps.ord@deped.gov.ph](mailto:ps.ord@deped.gov.ph).
7. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.:

As stated

Reference:

DepEd Order: (No. 24, s. 2010)

To be indicated in the Perpetual Index  
under the following subjects:

BASIC EDUCATION  
CHANGE  
FUNDS  
POLICY  
RESEARCH OR STUDIES

Sally: DO-revised guidelines for the basic educ. research fund (BERF)  
0410-July 7, 2015

## **REVISED GUIDELINES FOR THE BASIC EDUCATION RESEARCH FUND**

### **I. Rationale**

In line with RA 9155, the Department of Education has to enable policies and mechanisms from which the delivery of quality basic education can be continuously improved. Chapter 1, Section 7 (5) of R.A 9155 states that DepEd is mandated to “undertake national educational research and studies” from which it can become part of the basis for necessary reforms and policy inputs. The current administration also recognized the need for evidence-based policy development by instituting reforms that strengthened transparency and accountability among government entities. In support of these, DepEd has issued Department Order No. 13, s. 2015 which established a systematic policy development process in the department. The said order explicitly promotes evidenced-based policy formulation that can be supported by research which can be initiated internally or by qualified external research institutions. The intent of the said policy can be best achieved when supported by a clear mechanism in conducting education research.

Recognizing the importance of research in improving the delivery of basic education services, the DepEd started to provide funding facility for research through the Basic Education Research Fund (BERF) under DepEd Order No. 24, s. 2010. The said fund was made available to internal and external research practitioners that will meet the minimum eligibility requirements. However, after four years of implementation, only twelve (12) research proposals have been approved and completed. The low intake of BERF was attributed to lack of system and structure that would govern education research in the department. DepEd Order No. 13 has addressed the said deficiency by defining the policy development process. Also, the rationalization plan provided the right unit and positions that will manage the research and policy development process in the department.

Moreover, the use and scope of the BERF will be rationalized and expanded to support the thrust of evidence-based policy making described in DepEd Order No. 13, s. 2015. Specifically, this Order aims to establish guidelines on the avilment of BERF and the conduct and management of education research. All forms of education research that will be funded through BERF shall strictly follow the provisions of this policy.

Finally, this policy explicitly promotes the culture of research in the Department particularly, among its officials and personnel including teachers.

### **II. Scope**

This DepEd Order provides for the establishment of guidelines on the utilization of the BERF relative to the conduct of education research at all levels nationwide. All research initiatives shall go through the standard process of proposal preparation, submission, evaluation, approval, implementation and submission of research findings articulated in these guidelines. This research fund is accessible to all

DepEd employees who meet the eligibility requirements stipulated in **Section V** of this document. The BERF facility is also open to external research institutions subject to the provisions of these guidelines.

### **III. Definition of Terms**

For clarity and consistency, the following frequently used terms and phrases in this document shall be construed to mean as follows:

1. **Action Research** – is a process of systematic inquiry to improve educational practices or resolve problems in classrooms and schools.
2. **Basic Education Research Fund** – is a grant provided by the Department of Education to support education research in aid of evidence-based policy formulation.
3. **Culture of research** – refers to cultivated behavior on gathering empirical evidence in aid of policy formulation that is propagated in the Department.
4. **Double Blind Peer Reviewer** - is an evaluation of the research proposal by an individual/s that is concealed from the proponent/s and vice-versa.
5. **Education Research** – is the scientific field of study that examines education and learning processes and the human attributes, interactions, organization, and institutions that shape educational outcomes (AERA).
6. **Evidence-based policy** – is policy informed by rigorously established objective evidence.
7. **Fraud** - is a deliberate form of deception intended to result in financial or personal gain.
8. **Plagiarism** - is intellectual theft, i.e. presenting another individual's work as your own without appropriate referencing and citation.
9. **Proponent/s** – refers to an individual or group that will propose and/or conduct the complete research process.
10. **Referencing** - is citing the authors or documents used in the research proposal and research report. Referencing can be within the document and in the reference list.
11. **Research** – is a systematic process of collecting and logically analyzing data for some purpose.
12. **Research Proposal** - is a document that provides a detailed description of the entire research process following the template provided in these guidelines including documentary requirements.

### **IV. Policy Statement**

The Department of Education is continuing its initiatives towards strengthening evidence-based policy development and decision-making through the provision of research fund to eligible proponents from the National, Region, Division Offices as well as public elementary and secondary schools nationwide. Fund shall come from the FY 2014 and 2015 General Appropriations Act – Basic Education Research Fund (BERF) and succeeding years thereon.

The DepEd hereby establishes mechanism and process in the availment of the Basic Education Research Fund for conducting education research in the Department. The funding mechanism will directly support the following: i) the intent of DepEd Order No. 13, s. 2015 for evidence-based policy making through research and studies, ii) promotion of culture of research among DepEd officials and staff including teachers; iii) support action research from schools resulting from either the Learning Action Cells (LAC) sessions and School Improvement Plan (SIP) situational analysis. Regional Research Fund will be downloaded to the regions which will be managed by the Policy, Planning and Research Division – Regional Office (PPRD-RO), which can be accessed by qualified DepEd personnel from region, division and school. The conduct of all education research that will be funded under the BERF shall strictly follow the procedures and processes defined in this policy.

To better manage the research fund, National and Regional Research Committees are hereby created. The composition and corresponding roles and responsibilities are reflected in **Annex 1**. The Chair, Co-Chair and members of the Research Committees and/or their representatives are expected to attend the regular meetings of the Research Committees.

## **V. Fund and Research Management**

The reach and use of The BERF will be expanded down to the school level to promote the culture of research in the Department and allow DepEd employees particularly teachers to be more engaged in research activities to improve teaching and learning as well as school governance.

### **1. Allocation**

For FY 2015, an allocation of two million pesos (PhP2M) shall be released to each of the seventeen (17) regions of which will be managed by the regional office, through the PPRD-RO. For the succeeding years, the amount of regional allocation will be determined annually based on certain parameters. The regional allocation represents the total amount of the fund that can be accessed by research proponents from the Region, Division and Schools in the conduct of approved research. On the other hand, the National Office, through the Policy Research and Development Division – Central Office (PRD-CO), will be managing centrally-lodged research proposals, as well as the capacity building component of the fund.

The amount per research will be based on the approved proposals which have passed the evaluation as discussed in the succeeding sections. However, the maximum amount that can be availed will depend on the type of research being proposed.

### **2. Areas of Research**

The area of research differs based on the levels of governance. All research proposals must be anchored on the following thematic areas: i) improving access to

education, ii) improving the quality of education, and iii) improving governance. Table 1 below outlines the areas of research that the National, Regional Office, Division Office and school shall undertake.

**Table 1. Proposed areas of research, per level of governance**

Level of Governance	Areas of Research	Maximum amount	Who can avail?	Where to Submit?	Duration of the Research
National	research that would inform policy and decision making at the national level; program development and implementation; program evaluation; process evaluation and impact study	Not more than PhP500,000 per research	Regular DepEd employees with SG not below 11; qualified external research institutions	Policy Research and Development Division-Central Office (PRD-CO)	Maximum of 1 year
Region, Division, District	research that would improve contextualization and implementation of policy in the region, division and district; program development and process and program evaluation	Not more than PhP150,000 per research	Regular employees of DepEd RO, SDO and Districts with SG not below 11	Policy, Planning and Research Division – Regional Office(PPRD-RO)	
Schools	action research that would improve teaching and learning and school governance; matters arising from SIP analysis and Learning Action Cells sessions that require further investigation	Not more than PhP30,000 per research	Regular school heads, teachers and qualified non-teaching personnel		Maximum of 6 months

**Annex 2** shows the breakdown of research fund that will be downloaded to all regions.

### 3. Eligibility of proponents

#### 3.1 External to DepEd:

All research and higher education institutions with an expertise or specialization in research are eligible to avail of the research fund provided they have the following eligibility criteria:

1. Legal capacity to enter into a contract
2. Free from insolvency, bankruptcy or similar status
3. Good track record in paying taxes

### **3.2 Internal to DepEd:**

All regular employees, teaching and non-teaching organic personnel of the DepEd National Office, regions, divisions and schools are eligible to avail of the research fund provided they meet the following eligibility criteria:

1. Regular/Permanent teaching and non-teaching personnel of the Department of Education;
2. Ages of proponent should be between 21 to 60 years of age;
3. Salary Grade of at least 11;
4. Proponent should have no pending administrative case;
5. A research proponent can only avail of the grant once a year; and
6. The maximum research team members shall not exceed three.

### **VI. Non-Eligible Activities and Expenditures**

The research fund shall be utilized for the following activities:

1. implementation of the approved research proposals, and
2. results dissemination.

The implementation of approved research proposals to be funded under BERF which will be undertaken by a DepEd personnel at all levels shall be guided by the existing auditing and accounting rules and regulations. Specifically, the research fund shall not be used for the following expense items:

1. equipment;
2. software;
3. salary, overtime pay and honorarium for resource persons, statisticians, and other provider of services;
4. utilities;
5. office rental;
6. all overseas travel and all items not included in the approved research proposal.

The selection and engagement of external research institutions or service providers will be governed by the regular Government Procurement Process as provided in R.A Act 9184. Also, the utilization of awarded research fund shall be guided by the details of the approved research proposal and the terms and conditions under a Memorandum of Agreement (MOA) which shall be executed prior to the start of implementation. No approved research proposal shall be implemented without a signed MOA by both parties. Government accounting and auditing rules and regulation shall also apply in this kind of research initiatives.

Research funds that will be managed by the national office may also be utilized for the following:

1. capacity building of the evaluators of research proposals and fund managers, from the National and regional offices, on the different stages of the research process;
2. development of a database system for education research;
3. periodic monitoring of research implementation;
4. development and publication of research journals and bulletins of DepEd initiated research;

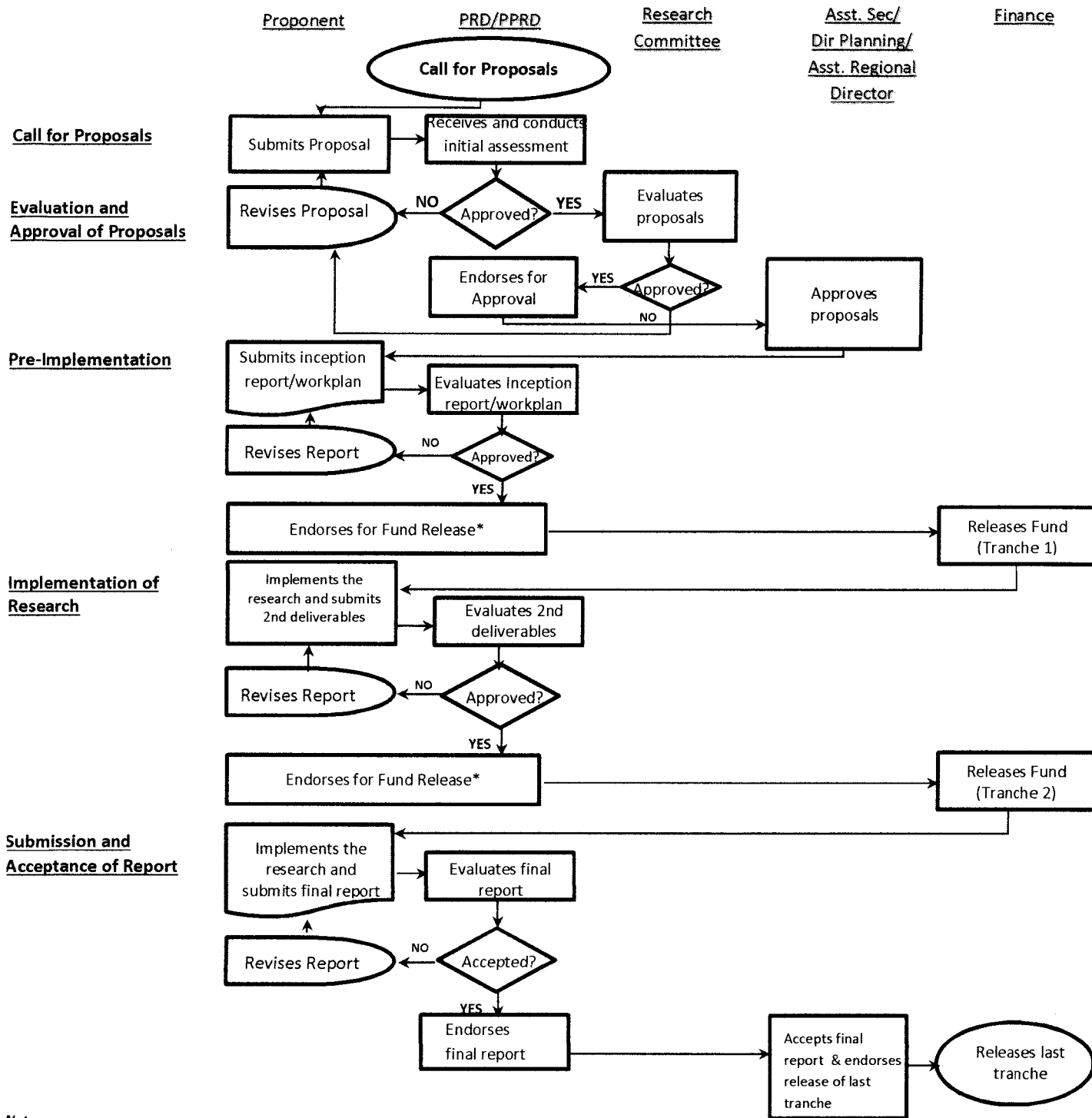


5. honoraria of double blind peer reviewers and external rotating member of the research committee; and
6. other initiatives and activities related to research which are deemed appropriate by the National Research Committee.

### III. Procedures

The procedures for the submission, evaluation, and approval of proposals, and release of fund are described in the following flowchart:

## PROCESS FLOW FOR BASIC EDUCATION RESEARCH FUND



**Notes:**  
 CO proponent may directly request for fund release from Budget Division  
 Action research requires only two (2) tranches of fund release  
 External research institutions will have four (4) tranches of fund release  
 The timeframe for the approval process is 30 days for PPRD-RO and two months for PRD-CO assuming there are no questions

## **1. Call for Proposals:**

Submission of research proposals will take place twice a year. The first cycle of submission will start in October and the second in April of each year. Proponents are given one (1) month to submit their proposals. The National and Regional Office shall issue separate memoranda for the submission of research proposals, respectively.

**1.1 National Level.** A research proposal with a cover letter signed by the immediate supervisor of the proponent shall be submitted in hard and electronic copies to the Chief of the Policy Research and Development Division-Planning Service, 2<sup>nd</sup> Floor, Teodora Alonzo Building, DepEd Complex, Meralco Avenue, Pasig City. The electronic copy can also be sent through the official email address of the Policy Research and Development Division (PRD-CO), [ps.prd@deped.gov.ph](mailto:ps.prd@deped.gov.ph). All proposals that passed the initial assessment shall be endorsed by PRD-CO to the National Research Committee for technical evaluation, and upon approval, onward endorsement to the Executive Committee (ExeCom).

**1.2 Regional Level.** A research proposal with a cover letter signed by the immediate supervisor of the proponent shall be submitted in hard and electronic copies to the PPRD-RO. All proposals that passed the initial review shall be endorsed by PPRD-RO to the Regional Research Committee for further evaluation and onward endorsement to the Assistant Regional Director for final approval.

**2. Evaluation and Approval of Proposals:** Initial assessment on the submitted proposals shall be undertaken by the PRD-CO and PPRD-RO to evaluate proposals on its compliance with eligibility requirements. All proposals that manifest any of the following conditions shall not be further evaluated and shall be returned immediately to the proponent with notation:

- a. do not fall within the three thematic areas of access, quality and governance;
- b. with conflict of interest (personal and professional);
- c. exceed the maximum amount of research grant with no provision for cost sharing; and
- d. do not follow the prescribed format and template described in **Annex 3a and 3b**.

Proposals that passed the initial screening shall then be endorsed to the research committees for a more intensive evaluation using the criteria and scoring template as attached in **Annex 4a and 4b**. To qualify for approval, the proponent must have a minimum average score of 70% with no score below 60% in any of the criteria.

If the National Research Committee finds it necessary, a double blind peer review process will be undertaken for external research institutions wherein

seasoned research professionals will be invited to assist the Committee to choose the most technically sound research proposals. The National Research Committee shall officially invite the reviewers under terms and conditions and subject to existing rules and regulations. The same evaluation criteria and scoring template in Annex 5 shall be used. The average scores of the research committees and the peer reviewer will be the final score.

Based on the results of evaluation of the Regional Research Committee, a research proposal which is deemed relevant to policy formulation at the national level may be endorsed to the National Research Committee for consideration. The Regional Office shall indicate the findings and reasons for referral to the National Research Committee. Research proponents should ensure that their research proposals are complete with necessary attachments including detailed budgetary requirements.

After the paper evaluation, the proponent/s may be requested to do oral presentation upon the request of the research committee in cases where there are areas in the research proposal that needs clarification and justification.

The proponent will incorporate the suggestions of the evaluators generated in the different phases of assessment after which they will be required to submit the final research proposal in hard and electronic copy to PRD-CO or PPRD-RO.

**3. Pre-implementation.** The proponents shall submit the required pre-implementation documents such as Inception Report for centrally lodged research proposals; and Revised Work Plan for the regional level. PRD-CO and PPRD-RO shall evaluate the inception reports and revised work plans and indorse to the respective research committees for approval. This will trigger the release of the first tranche. Otherwise, the Inception Report and Work Plan will be returned to the researcher for revision.

**National Level:** Upon the approval of the research proposal, the PRD-CO shall request release of fund for the first and succeeding tranches. For proponents from the field whose funding source is from the National level, the PRD-CO will facilitate the release of payment on their behalf. The PRD-CO will inform the research proponents on the release of payment in each tranche.

**Regional Level:** The PRD-CO will request the Chief of the Budget Division to download the allocated fund to the regional office. The PPRD-RO will manage the fund for the region, divisions and schools. Upon approval of the research proposal, the region will release the corresponding research fund to the proponent. The mode of payment will be through the issuance of a check. The fund will be treated as a cash advance that will be liquidated per tranche according to existing auditing rules and regulations. Refer to **Annex 2** for the allocation of research fund per region.

**4. Implementation of Approved Research initiatives.** Either a Letter of Approval for internal proponents, or a Memorandum of Agreement (MOA) for

external research institutions is required prior to the start of implementation. The research must commence within five working days upon release of the letter of approval or MOA. The release of succeeding tranches will depend primarily on completeness of documents, including liquidation reports, required for submission. PRD-CO and PPRD-RO must ensure that the submitted initial deliverables meet the standards before recommending the release of the succeeding tranche. The required deliverables per tranche are listed in **Table 2**.

**Table 2. Required deliverables per tranche for research proposals by type of proponents**

Proponents / Types of Research	Tranche	Percentage	Deliverables
National, Region, Division and District	First Tranche (Mobilization Fund)	20%	<ul style="list-style-type: none"> <li>• Inception Report or Work Plan</li> <li>• Data collection instruments</li> </ul>
	Second Tranche	50%	<ul style="list-style-type: none"> <li>• Data collection activities</li> <li>• Data analysis</li> <li>• Initial findings</li> <li>• Liquidation of first tranche</li> </ul>
	Last Tranche	30%	<ul style="list-style-type: none"> <li>• Final Report</li> <li>• Certificate of Acceptance from the National or Regional Research Committees</li> <li>• Policy note or policy brief</li> <li>• Liquidation of second tranche</li> </ul>
Schools (Action Research)	First Tranche	70%	<ul style="list-style-type: none"> <li>• Work plan</li> <li>• Data gathering methods and instruments</li> <li>• Data collection activities</li> <li>• Initial findings and analysis</li> </ul>
	Last Tranche	30%	<ul style="list-style-type: none"> <li>• Final report</li> <li>• Certificate of Acceptance from the Regional Research Committee</li> <li>• Action plan based on results of action research</li> <li>• Liquidation of first tranche</li> </ul>
External Proponents	First Tranche (Mobilization Fund)	20%	<ul style="list-style-type: none"> <li>• Inception Report</li> <li>• Data collection instruments</li> </ul>
	Second Tranche	40%	<ul style="list-style-type: none"> <li>• Data collection activities</li> <li>• Initial findings and analysis</li> <li>• Liquidation of first tranche</li> </ul>
	Third Tranche	30%	<ul style="list-style-type: none"> <li>• Draft report</li> <li>• Liquidation of second tranche</li> </ul>
	Last Tranche	10%	<ul style="list-style-type: none"> <li>• Final Report</li> <li>• Certificate of Acceptance from the National Research Committee</li> <li>• Policy note or policy brief</li> <li>• Liquidation of third tranche</li> </ul>

For the final tranche, the proponent must liquidate the remaining research fund within thirty (30) days after the acceptance of the research outputs. All liquidation will be subject to existing accounting and auditing rules and regulations.

Any deviation from the original and approved research proposal, specifically on requests for increase in budgetary allocation is highly discouraged. If there will be a change in the approved research topic, the proponent must undergo the entire cycle of the review process again. Additional cost incurred as a result of the change in topic (i.e. service fee of peer reviewers) will be shouldered by the proponent, or from other fund source. Cost sharing arrangements should be explicitly indicated in the proposal, identifying what activities will be funded by the BERF and that of the counterpart fund.

**5. Submission and Acceptance of Results of the Research.** Results of the research must be submitted to PRD-CO/PPRD-RO based on the approved timelines. They shall go through technical evaluation to determine if the output is acceptable. Otherwise, the output must be returned to the proponent with detailed comments and recommendations.

In the event the proponent sees the need for an extension, a letter of request for extension with strong justification must be submitted to the Assistant Secretary for Planning and Assistant Regional Director being the Chairs of the National Research Committee and Regional Research Committee, respectively. Valid reasons for extension include illness of the researcher, calamities, disasters and other circumstances which will be decided by the concerned Research Committees. The request of extension will also be approved provided there will be no additional cost on the part of DepEd. The research proponent will be allowed only one request for extension for a maximum of three (3) months.

The decision of the research committees is final. Attached as **Annex 5** is the Table of Signing Authority for the BERF.

## **VIII. Special Provisions**

**1. Ownership of the Research Paper.** The completed research study funded under BERF shall be co-owned by the author and DepEd. Written permission from the National and Regional Research Committees is required when the research will be presented in research conferences, fora and other related events, or be published in research journals and bulletins.

**2. Plagiarism and Fraud.** The research proponents are required to observe the highest standard of ethics during the preparation and implementation of research proposals. They shall ensure that the research proposal and final report submitted for BERF financing is an original work. Appropriate referencing and citation must be included in the research proposal and research reports.

Any act of fraud or plagiarism shall be dealt with accordingly.

- 3. Safety Nets.** The Letter of Approval or MOA described in Section VII, attached respectively will include a provision that in the event that the research proponent failed to complete and submit the deliverables, the research proponent shall be required to return the full amount of research fund through direct payment and/or salary deduction. A format for the Letter of Approval for schools, divisions and regions is attached as Annex 6.
- 4. Research Dissemination and Utilization.** The National and Regional Office must ensure that all research findings and recommendations generated from the researches funded by BERF shall be used as inputs to policy formulation, policy review, policy reformulation and system enhancement. It is important that both offices must endeavor to come up with a summary of research findings and recommendations taken from researches undertaken in a given year. Communicating research findings to key DepEd officials and stakeholders must be conducted at least once a year. Researches to be presented in a National or regional conferences/fora will be determined by the National and Regional Research Committees based on certain criteria that will be formulated by the respective Research Committees.

#### **IX. Monitoring and Evaluation**

The PRD-CO and the PPRD-RO together with the Research Committees will conduct random and structured monitoring of the implementation of the research initiatives at the national and regional level, respectively.

The monitoring team will use monitoring tools which will be developed by PRD-CO and PPRD-RO and approved by the Office of the Assistant Secretary for Planning and Development.

#### **X. Effectivity/Transitory Provisions**

These guidelines supersede Department Order No. 24 dated March 08, 2010. It shall become effective fifteen (15) days after its publication in the Official Gazette and the Office of the National Administrative Register (ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City.

#### **XI. References**

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Government Procurement Reform Act, Republic Act 9184 (2002)

Wilson, R. (2012). EDPK5003 Developing a research project. Retrieved from <http://sumo.edsw.usyd.edu.au/sumo-view.php?id=2049>[26/07/2012] 3:57:53PM}



## **Annex 1. Composition of National and Research Committees and Roles and Responsibilities**

### **Composition of the Research Committees**

1. National Research Committee shall be composed of the following:
  - a. Chair: Assistant Secretary for Planning and Development
  - b. Co-Chairs: Director of Planning Service  
Director of Bureau of Education Assessment (BEA)
  - c. Advisers: Undersecretary for Programs and Projects  
Undersecretary for Governance and Operations
  - d. Members:
    - Chief of Policy Research and Development Division (PRD-PS)
    - Chief of Education Research Division (ERD-BEA)
    - Chief of School Effectiveness Division (SED-BHROD)
    - Chief of Education Management Information System Division (EMISD-PS)
    - Chief, Quality Assurance Division (QAD-NEAP)
    - Chief, Budget Division (BD-FMS)
  - e. Secretariat: Policy Research and Development Division, Planning Service (PRD-PS)

#### **Roles and Responsibilities:**

1. Formulates education research agenda.
  2. Evaluates and approves research proposals and other related activities.
  3. Resolves emerging issues.
  4. Recommends release of research funds.
  5. Provides feedback to Executive Committee (ExeCom) on research matters.
2. Regional Research Committee shall be composed of the following:
    - a. Chair: Assistant Regional Director (ARD)
    - b. Co-Chair: Chief of Policy, Planning and Research Division (PPRD)
    - c. Adviser: Regional Director
    - d. Members:
      - Chief of Curriculum and Learning Management Division (CLMD)
      - Chief of Field Technical Assistance Division (FTAD)
      - Chief of Quality Assurance Division (QAD)
      - Chief of Human Resource Development Division (HRDD)
      - Chief of Finance Division
      - Education Program Supervisor (EPS) – by invitation, depending on the nature of research
    - e. Secretariat: PPRD

#### **Roles and Responsibilities:**

1. Contextualizes education research agenda.
2. Evaluates and approves research proposals and other related activities.
3. Resolves emerging issues.
4. Recommends release of regional research funds.
5. Provides feedback to Regional Executive Committee on research matters.

**Annex 2: Basic Education Research Fund (BERF) Allocation, by Region**

<b>Region</b>	<b>Amount</b>
Region I	2,000,000.00
Region II	2,000,000.00
Region III	2,000,000.00
Region IV-A	2,000,000.00
Region IV-B	2,000,000.00
Region V	2,000,000.00
Region VI	2,000,000.00
Region VII	2,000,000.00
Region VIII	2,000,000.00
Region IX	2,000,000.00
Region X	2,000,000.00
Region XI	2,000,000.00
Region XII	2,000,000.00
CARAGA	2,000,000.00
ARMM	2,000,000.00
CAR	2,000,000.00
NCR	2,000,000.00

### Annex 3.a. Outline of Research Proposal

1. The research proponent shall use the DepEd prescribed outline below for research proposal. The number of pages of research proposals shall be a maximum of twenty (20) pages, double-spaced, using an Arial font of 11.
2. The research proposal should contain the following:
  - I. **Introduction of the Research** – includes the rationale for the research and relevant, social, policy, or practice context for the study. The introduction should explain why the research study is being undertaken (e.g. to answer a question about a specified problem in education) and how the results could be used in action planning and/or policy formulation and development.
  - II. **Literature Review** – focuses on key issues which underlie the research; major findings, problems identified, recommendations, and questions raised in previous research; the main points of view and controversies; critical evaluation of these views, their strengths and weaknesses; general conclusions about the research papers; what research still needs to be done; and what knowledge gaps remain that the study will aim to fill.
  - III. **Research Questions** - involves investigating or testing an idea; trying out solutions to a problem; exploring and analyzing issues; creating a new procedure or system; explaining a phenomenon; or a combination of any of these.
  - IV. **Scope and Limitation** –coverage of the research in terms of location, time, respondents, etc.; inherent design or methodology parameters that can restrict the scope of the research findings and are outside the control of the researcher.
  - V. **Research Methodology** – contains details of how the research will be conducted
    - a. **Sampling** – details should be provided about who will participate in the research: number of people and the characteristics of those who will participate in the research; and how will the sample be selected and recruited.
    - b. **Data collection**- the various instruments and procedures for data collection should be outlined and extensively discussed.
    - c. **Ethical issues** –Identification of ethical concerns that could possibly emanate from the conduct of the research, and an elaborate discussion on how to prevent these from taking place. It can include, but not limited to the following: right to conduct a study or investigation to answer a question; securing free prior and informed consent from respondents; issues of confidentiality and anonymity; written approval for use of materials with copyright (e.g. secondary data sets, data collection tools).
    - d. **Plan for Data analysis** – indicates how the data will be analyzed and reported; it should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research.
  - VI. **Timetable / Gantt chart** – contains the research timelines - when will the project begin and how long will it take for it to be completed; include time estimates for each step in the research process (e.g. 5 days, 2 weeks).

- VII. Cost Estimates** – includes detailed research cost, broken down per research task, activity and/or deliverable. It can be further grouped by tranche for easier reference of the Evaluation Committee. Refer to the Availment Process for the activities falling under each tranche.
- VIII. Plans for Dissemination/Advocacy** – Indicate how the results of the research will be cascaded to the intended user of the research findings (i.e. presentation in conferences etc.).
- IX. References** - using APA referencing, provide in text of work and reference list consistently and accurately

### **Annex 3.b. Outline for Action Research**

1. The research proponent shall use the DepEd prescribed outline for action research described below. The research proposal shall be double-spaced, using an Arial font of 11.
2. The research proposal should contain the following:
  - I. **Context and Rationale**– includes the description and context of the study and the reason for conducting it; how the results could be used in action planning.
  - II. **Review of Related Literature**–focuses on key issues which underlie the action research; general conclusions about related action research papers; what research still needs to be done; and what knowledge gaps remain that the study will aim to fill.
  - III. **Research Questions** – identifies the problem/s which will be addressed by the research in terms of investigating or testing an idea; trying out solutions to a problem; creating a new procedure or system; explaining a phenomenon; or a combination of any of these.
  - IV. **Scope and Limitation** –coverage of the research in terms of location, time, respondents, etc.; inherent design or methodology parameters that can restrict the scope of the research findings and are outside the control of the researcher.
  - V. **Methodology** – contains details of how the research will be conducted
    - a. **Sampling** – details should be provided about who will participate in the research: number of people and the characteristics of those who will participate in the research; and how will the sample be selected and recruited.
    - b. **Data collection**- the various instruments and procedures for data collection should be outlined and extensively discussed.
    - c. **Ethical issues** – Identification of ethical concerns that could possibly emanate from the conduct of the research, and discussion on how to prevent these from taking place. It can include, but not limited to the following: right to conduct a study or investigation to answer a question; securing free prior and informed consent from respondents and/or parents and guardians of learners; issues of confidentiality and anonymity;
    - d. **Plan for Data analysis** – indicates how the data will be analyzed and reported; it should specify the qualitative and/or quantitative methods that will be used in analyzing the data gathered for the research.
  - VI. **Workplan** – contains the research timelines - when will the project begin and how long will it take for it to be completed; include time estimates for each step in the research process (e.g. 5 days, 2 weeks).
  - VII. **Cost Estimates** – includes detailed research cost, broken down per research task, activity and/or deliverable. It can be further grouped by tranche for easier reference of the Evaluation Committee. Refer to the Availment Process for the activities falling under each tranche.
  - VIII. **Action Plan**– Indicate how the results of the action research will be utilized.
  - IX. **List of References** - provide in text of work and reference list

**Annex 4.a – Criteria and Scoring Template for Research Proposals**

Criteria	Scoring Guide			
	Unsatisfactory	Marginally Satisfactory	Satisfactory	Highly Satisfactory
<b>1. Context</b>				
a. Intro to the study	<b>(0)</b> None provided or irrelevant information	<b>(6)</b> Basic introduction provided	<b>(8)</b> Appropriate and adequate introduction provided	<b>(10)</b> Clear, concise and comprehensive introduction providing rationale for the research  Provides relevant social and policy context of the study  Indicates how the results can be used in policy development and formulation
b. Review of Related Literature	<b>(2)</b> Mentions existing research but not related to the research questions	<b>(5)</b> Mentions existing research related to the research questions but failed to identify recommendations and questions in previous studies  Failed to discuss the main points of view and controversies in existing research studies and critical evaluation of these views	<b>(8)</b> Appraises existing research related to the research questions and identified recommendations and questions in previous studies  Failed to discuss the main points of view and controversies in existing research studies; critical evaluation of views, their strengths and weaknesses	<b>(10)</b> Extensively appraise existing research related to the research questions  Identifies recommendations and questions in previous studies  Discusses the main points of view and controversies of existing research studies and critical evaluation of views, their strengths and weaknesses

<b>2. Research Questions</b>	<b>(0)</b> Not provided	<b>(8)</b> Stated but may not lead to answering objectives of the research  Title and research questions are not aligned	<b>(12)</b> Stated and leads to answering objective of the research  Title and research questions are aligned	<b>(15)</b> Explicitly and clearly stated;  Title and research questions are visibly aligned
<b>3. Scope and Limitation</b>	<b>(0)</b> No mention of scope or limitation	<b>(5)</b> Present but poorly defined	<b>(8)</b> Detailed scope and limitation are provided	<b>(10)</b> Coverage i.e. location, respondents and time frame are clearly defined  Parameters and limitation of research study are clearly stated
<b>4. Methodology</b>				
a. Sampling				
b. Data collection –	<b>(0)</b> No data gathering procedure discussed  No plan for development of instruments	<b>(5)</b> Provided data gathering methods, however, it is inappropriate  Has plans for development of instruments but do not corresponds to the variables of the research	<b>(8)</b> Detailed discussion of appropriate data gathering methods  Instruments that will be developed and used correspond to a number of research variables only.	<b>(10)</b> Detailed discussion of appropriate data gathering methods accompanied by clear justification for their selection  Data gathering instruments that will be developed should corresponds to the variables of the research and extracts the needed information

c. Ethical Issues				
d. Plan for Data Analysis	<b>(0)</b> No discussion on data encoding and analysis	<b>(5)</b> Limited discussion on the encoding/coding procedures, quality control.  Absence of data analysis plan and use of appropriate programs or software	<b>(8)</b> Limited discussion on the encoding/coding procedures, quality control.  Use of appropriate programs or software are explained but no discussion on data analysis	<b>(10)</b> Detailed explanation of encoding/coding procedures, quality control, plan for data analysis  Use of appropriate program software
e. Timetable/Gantt chart	<b>(0)</b> None or <b>(2)</b> Unclear and inadequate to the tasks	<b>(5)</b> Present but does not show how milestones will be reached in time.	<b>(8)</b> Comprehensive and realistic	<b>(10)</b> Comprehensive, realistic and shows clear approach to dealing with any issues and constraints
f. Cost Estimates	<b>(0)</b> None	<b>(5)</b> Present but includes non-eligible items  Exceeds the maximum amount with no provision for cost sharing  Unreasonable costings	<b>(8)</b> Present and expenses items included are all eligible  Within the required maximum amount	<b>(10)</b> Detailed and reasonable.  Expense items included are all eligible.  Mention of cost-sharing arrangement, if applicable only  Budgetary proposal is within the required maximum amount
<b>5. Plans for Dissemination</b>	<b>(0)</b> None	<b>(3)</b> Present but unclear	<b>(4)</b> Concrete plan on how the results of the research will be disseminated	<b>(5)</b> Concrete plan on how the results of the research will be disseminated  Mention of use in policy formulation i.e. policy note



<b>6. Others</b>				
a. Referencing	<b>(1)</b> Little or poor usage of citations	<b>(3)</b> Insufficient usage of citations  Uses recommended referencing style with minimal errors	<b>(4)</b> Uses recommended referencing style consistently and accurately in text of work and reference list	<b>(5)</b> Extensive and appropriate use of citations to reflect use of theory in discussion and argument  Consistent use of APA referencing (in-text and bibliography)
b. Clarity of Expression	<b>(1)</b> Poorly-written (wrong use of language, grammar, ideas are not well expressed)  Presence of misspelled words	<b>(3)</b> Poorly-written (correct grammar but ideas are incoherent)	<b>(4)</b> Well-written (correct grammar; use of language, expression and ideas are coherent)	<b>(5)</b> Superior clarity in presentation and expression with attention to details in all aspects are evident  Perfect grammar, appropriate use of language

**Annex 4.b: Criteria and Scoring Template for Action Research**

Criteria	Scoring Guide			
	Unsatisfactory	Marginally Satisfactory	Satisfactory	Highly Satisfactory
<b>1. Context</b>				
a. Context and Rationale	<b>(0)</b> None provided or irrelevant information	<b>(6)</b> Basic introduction provided	<b>(8)</b> Appropriate and adequate introduction provided	<b>(10)</b> Clear, concise and comprehensive introduction providing rationale for the research  Provides relevant social and policy context of the study  Indicates how the results can be used in policy development and formulation
b. Review of Related Literature	<b>(2)</b> Mentions existing research but not related to the research questions	<b>(5)</b> Mentions existing research related to the research questions but failed to identify recommendations and questions in previous studies  Failed to discuss the main points of view and controversies in existing research studies and critical evaluation of these views	<b>(8)</b> Appraises existing research related to the research questions and identified recommendations and questions in previous studies  Failed to discuss the main points of view and controversies in existing research studies; critical evaluation of views, their strengths and weaknesses	<b>(10)</b> Extensively appraise existing research related to the research questions  Identifies recommendations and questions in previous studies  Discusses the main points of view and controversies of existing research studies and critical evaluation of views, their strengths and weaknesses
<b>2. Research Questions</b>	<b>(0)</b> Not provided	<b>(8)</b> Stated but may not lead to answering	<b>(12)</b> Stated and leads to answering objective of the	<b>(15)</b> Explicitly and clearly stated;

		objectives of the research  Title and research questions are not aligned	research  Title and research questions are aligned	Title and research questions are visibly aligned
<b>3. Scope and limitation</b>	<b>(0)</b> No mention of scope or limitation	<b>(5)</b> Present but poorly defined	<b>(8)</b> Detailed scope and limitation are provided	<b>(10)</b> Coverage i.e. location, respondents and time frame are clearly defined  Parameters and limitation of research study are clearly stated
<b>4. Methodology</b>				
a. Sampling				
b. Data collection	<b>(0)</b> No data gathering procedure discussed  No plan for development of instruments	<b>(5)</b> Provided data gathering methods, however, it is inappropriate  Has plans for development of instruments but do not corresponds to the variables of the research	<b>(8)</b> Detailed discussion of appropriate data gathering methods  Instruments that will be developed and used correspond to a number of research variables only.	<b>(10)</b> Detailed discussion of appropriate data gathering methods accompanied by clear justification for their selection  Data gathering instruments that will be developed should corresponds to the variables of the research and extracts the needed information
c. Ethical Issues				
d. Plan for Data Analysis	<b>(0)</b> No discussion on data encoding and analysis	<b>(5)</b> Limited discussion on the encoding/coding	<b>(8)</b> Limited discussion on the encoding/coding procedures, quality control.	<b>(10)</b> Detailed explanation of encoding/coding procedures, quality control, plan for data

		<p>procedures, quality control.</p> <p>Absence of data analysis plan and use of appropriate programs or software</p>	<p>Use of appropriate programs or software are explained but no discussion on data analysis</p>	<p>analysis</p> <p>Use of appropriate program software</p>
<b>5. Work Plan</b>	<p><b>(0)</b>None or</p> <p><b>(2)</b>Unclear and inadequate to the tasks</p>	<p><b>(5)</b>Present but does not show how milestones will be reached in time.</p>	<p><b>(8)</b>Comprehensive and realistic</p>	<p><b>(10)</b>Comprehensive, realistic and shows clear approach to dealing with any issues and constraints</p>
<b>6. Cost Estimates</b>	<p><b>(0)</b>None</p>	<p><b>(5)</b>Present but includes non-eligible items</p> <p>Exceeds the maximum amount with no provision for cost sharing</p> <p>Unreasonable costings</p>	<p><b>(8)</b>Present and expenses items included are all eligible</p> <p>Within the required maximum amount</p>	<p><b>(10)</b>Detailed and reasonable.</p> <p>Expense items included are all eligible.</p> <p>Mention of cost-sharing arrangement, if applicable only</p> <p>Budgetary proposal is within the required maximum amount</p>
<b>7. Action Plan</b>	<p><b>(0)</b>None</p>	<p><b>(3)</b>Present but unclear</p>	<p><b>(4)</b>Concrete plan on how the results of the research will be disseminated</p>	<p><b>(5)</b>Concrete plan on how the results of the research will be disseminated</p> <p>Mention of use in policy formulation i.e. policy note</p>
<b>8. Others</b>				
a. References	<p><b>(1)</b>Little or poor usage of citations</p>	<p><b>(3)</b>Insufficient usage of citations</p> <p>Uses recommended referencing style with</p>	<p><b>(4)</b>Uses recommended referencing style consistently and accurately in text of work and reference list</p>	<p><b>(5)</b>Extensive and appropriate use of citations to reflect use of theory in discussion and argument</p>

		minimal errors		Consistent use of APA referencing (in-text and bibliography)
b. Clarity of Expression	<p><b>(1)</b>Poorly-written (wrong use of language, grammar, ideas are not well expressed)</p> <p>Presence of misspelled words</p>	<b>(3)</b> Poorly-written (correct grammar but ideas are incoherent)	<b>(4)</b> Well-written (correct grammar; use of language, expression and ideas are coherent)	<p><b>(5)</b>Superior clarity in presentation and expression with attention to details in all aspects are evident</p> <p>Perfect grammar, appropriate use of language</p>

**Annex 5: Signing Authority for the BERF**

<b>Particulars</b>	<b>Final Approving Authority</b>	<b>Second Indorsement</b>	<b>First Indorsement</b>
<b>Budget Allocation</b>	Assistant Secretary for Planning and Development or Director of Planning Service	Chief of Budget Division	Chief, PRD-PS or Director, PS
<b>Obligation Request<sup>1</sup></b>	<b>Box B:</b> CO: Chief of Budget Division/Section/Unit		<b>Box A:</b> Head of requesting Unit
<b>Disbursement Voucher<sup>2</sup></b>	<b>Box B:</b> CO: Assistant Secretary for Finance RO: Regional Director		<b>Box A:</b> Chief, Accounting Unit
<b>Check<sup>3</sup></b>	CO: Assistant Secretary for Finance/ Director of Planning RO: Regional Director		CO: Chief, Cash Section RO: Asst. Regional Director/ Chief Administrative Officer
<b>Approval of Research Proposal</b>	CO: Assistant Secretary for Planning and Development RO: Regional Director	CO: Director of Planning Service; Chief, PRD-PS RO: PPRD	Research Committees
<b>Approval of Deviation from Research Proposal</b>	Assistant Secretary for Planning and Development	Director of Planning Service	Chief, PRD-PS
<b>Extension to conduct research</b>	CO: Assistant Secretary for Planning and Development RO: Regional Director	CO: Director of Planning RO: Asst. Regional Director	CO: Chief, PRD RO: Chief, PPRD
<b>Sub Allotment Release Order - Downloading of funds<sup>4</sup>- ( CO to RO)</b>	Undersecretary for Finance and Admin.	Assistant Secretary for Finance	Chief, PRD-PS and Chief, Budget Division

<sup>1</sup> D.O. 5, s. 2008

<sup>2</sup> D.O. 5, s. 2008

<sup>3</sup> D.O. 5, s. 2008

<sup>4</sup> D.O. 5, s. 2008



Republic of the Philippines  
Department of Education Regional Office \_\_

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Annex 6. FORMAT FOR APPROVAL LETTER FOR REGIONS, DIVISIONS,  
DISTRICTS AND SCHOOLS

Date

Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_:

This refers to the research proposal you submitted to the Regional Office for possible funding under the Basic Education Research Fund (BERF) Grant Facility.

The Regional Research Committee has carefully evaluated the final research proposal entitled " \_\_\_\_\_ " based on the criteria prescribed in DepEd Order No. \_\_, dated \_\_\_\_\_.

The Regional Research Committee is pleased to inform you that the said research proposal was **approved** for implementation. In this regard, we recommend the processing of the first tranche of payment.

Kindly note that in the event that the research proponent failed to complete and submit the deliverables, the research proponent shall be required to return the full amount of research fund through direct payment and/or salary deduction.

Further, strict adherence to provisions of the above DepEd Order is required.

We look forward to the successful implementation of your research. Thank you.

Very truly yours,

**ASSISTANT REGIONAL DIRECTOR**