

**DIVISION ADVISORY No. 001, s. 2025**

January 3, 2025

In Compliance with DepEd Order No. 08, s. 2013, this advisory is issued not for endorsement per DO 28, s. 2001 but only for the information of DepEd Officials, personnel/staff, and concerned public.

(visit [depedtacurong.org](http://depedtacurong.org))

**CALL FOR SUBMISSION OF FY 2025  
BASIC EDUCATION RESEARCH FUND (BERF) PROPOSALS**

In reference and conformance to DepEd Order No. 16, s. 2017, the Policy, Planning, and Research Division of the DepEd SOCCSKSARGEN announces the **acceptance of BERF proposals on or before January 31, 2025**, enclosures and details are attached.

For information and immediate dissemination.

*MDJRdF/SGOD/DA- CALL FOR SUBMISSION OF FY 2025 BASIC EDUCATION RESEARCH FUND (BERF) PROPOSALS/January 3, 2025*



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

05 Dec 2024

REGIONAL MEMORANDUM  
PPRD-2024-077

**CALL FOR SUBMISSION OF FY 2025 BASIC EDUCATION RESEARCH FUND  
(BERF) PROPOSALS**

To: Schools Division Superintendents  
Regional Functional Division Chiefs

1. This has reference to DepEd Order No. 16, s. 2017 regarding Research Management Guidelines which provide directions in managing research initiatives to support the department's policy development process, research agenda, policy and program development and implementation. The research agenda generally aims to continually promote and strengthen the culture of research in basic education.

2. In conformance to DO No. 16 s. 2017, DepEd SOCCSKSARGEN Region through the Policy, Planning and Research Division (PPRD) **announces the acceptance of proposals for Basic Education Research Fund (BERF)** on or before **January 31, 2025**. All enclosures and details can be accessed through the link <https://bit.ly/RXII-2025BERFENCLOSURES>.

3. The research proposals must be submitted in PDF in the format as specified below:

- a. Research Title: **Bookman Old Style Size 11, Bold**
- b. Paper Size: **A4**
- c. Margin: **Left (1.5 inches), Top, Bottom, Right Margin (1 inch)**
- d. Text Font: **Bookman Old Style, Size 11**
- e. Space: **1.5**

4. Research proposals must be in PDF (including the annexes) with a file name SDO – Last Name of Lead Proponent (ex. Koronadal City – Iguianon). The soft copies of the proposals shall be uploaded in the link <https://bit.ly/RXII-2025BERFPROPOSALS> while the hard copies shall be sent to the Policy, Planning, and Research Division, DepEd Regional Office XII, Koronadal City together with its **Scoring Sheet** and the **Summary of Scores of Submitted Research Proposals** for the whole Schools Division Office.

5. For reference, attached are the following enclosures:

Enclosure 1: *Regional Research Committee (RRC) Composition and Roles and Responsibilities*

Enclosure 2: *Schools Division Research Committee (SDRC) Composition and Roles and Responsibilities*



Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal  
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Enclosure 3: *Research Proposal Application Form and Endorsement of Immediate Supervisor*

Enclosure 4: *Declaration of Anti-Plagiarism*

Enclosure 5: *Declaration of Absence of Conflict of Interest*

Enclosure 6: *Guide for Appraising Action Research Proposals*

Enclosure 7: *Summary of Scores of Submitted Research Proposals*

6. For further inquiries, contact Dr. Glenn A. Bisnar – PPRD Chief, through his mobile no. 0921-804-7283 or email at [glenn.bisnar@deped.gov.ph](mailto:glenn.bisnar@deped.gov.ph).
7. For information, compliance, and information of all concerned.

  
**CARLITO D. ROCAFORT**  
Director IV

Enclosure: As stated  
Reference: DepEd Order No. 16 series of 2017  
Allotment: BERF 2025  
To be indicated in the Perpetual Index  
under the following Subject:

RESEARCH

KHGI/PPRD/RM – CALL FOR SUBMISSION OF FY 2025 BASIC EDUCATION RESEARCH FUND (BERF) PROPOSALS  
077/December 5, 2024



Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal  
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Enclosure 1 to Regional Memorandum PPRD-2024-077:

**REGIONAL RESEARCH COMMITTEE (RRC) COMPOSITION AND ROLES  
AND RESPONSIBILITIES**

<b>Name</b>	<b>Position/FD</b>	<b>Position</b>
Kathrine H. Lotilla	Assistant Regional Director	Chair
Dr. Glenn A. Bisnar	Chief, PPRD	Co-Chair
Joseph Russel M. Farnazo	OIC-Chief, Admin	Member
Luz Lalli L. Ferrer	Chief, CLMD	Member
Ismael N. Ngitngit, Jr.	OIC-Chief, ESSD	Member
Kathrine H. Lotilla	Concurrent Chief, QAD	Member
Emily F. Enolpe	OIC-Chief, HRDD	Member
Dr. Melinda A. Rivera	Chief, FTAD	Member
Ma. Lourdes A. Sanchez	Chief, Finance	Member
By invitation Legal Officer and/or focal person of concerned functional division/ learning area/program		
All Personnel	PPRD	Secretariat

The **Regional Research Committee** shall have the following roles and responsibilities:

- a. Provide directions on research initiatives through the national and local Basic Education Research Agenda and other identified priority research areas in the region;
- b. Evaluate and approve research proposals and other related research initiatives from the region and schools division, in particular, proposals to be funded under BERF or any other fund source lodged in the region;
- c. Confirm school research proposals endorsed by the Schools Division Research Committee unless the committee finds major issue(s) in the SDRC-approved research proposals (i.e. finance/cost estimates, among others)
- d. Forge partnerships with academic and research institutions on education research initiatives and projects;
- e. Resolve emerging issues on the management and conduct of research;
- f. Recommend release of regional research funds;
- g. Provide feedback to the Regional Executive Committee on approved, ongoing, and completed research;
- h. Ensure that cost estimates fall under the existing accounting and auditing rules and regulations; and





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- i. Endorse appropriate research proposals for consideration as national level proposals to the NRC.

The **Regional Research Committee Secretariat** shall deliver the following:

- a. Organize, facilitate, and document meetings of the Committee;
- b. Conduct initial screening of submitted proposals for compliance with submission guidelines
- c. Aid RRC members in recommending proposals for approval as per the criteria and scoring template;
- d. Liaise with academic and research institutions in the conduct of research;
- e. Provide technical assistance to researchers on the conduct of their studies,
- f. Conduct periodic monitoring on research initiatives in the schools divisions, and schools within the region;
- g. Prepare periodic reports on accomplishments related to regional research initiatives and fund utilization; and
- h. Prepare complete staff work in support of the Committee's functions as needed.



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Enclosure 2 to Regional Memorandum PPRD-2024-077:

**SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC) COMPOSITION AND ROLES AND RESPONSIBILITIES**

<b>Position/Function</b>	<b>Position</b>
Assistant Schools Division Superintendent (ASDS)	Chair
Chief, School Governance and Operations Division	Co-Chair
Chief, Curriculum Implementation Division	Co-Chair
Schools Division Superintendent	Adviser
SEPS, Planning and Research	Member
CID Representative/s based on requirement for the evaluation	Member
By invitation: Focal person of concerned division/learning area/section/program	
Representative from Finance Unit	Member
School Operations and Governance Division (SGOD)	Secretariat

The **SDRC** shall have the following roles and responsibilities:

- a. Provide directions on research initiatives through the national and local Basic Education Research Agenda, and other identified priority research areas in the division;
- b. Evaluate and approve research proposals and other related research initiatives from the schools and community learning centers (CLCs) to be funded under BERF;
- c. Evaluate and approve research proposals and other related research initiatives within the schools division to be funded by other fund sources;
- d. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects;
- e. Prepare and submit reports to the RRC on all research initiatives conducted in the division from all fund sources;
- f. Resolving emerging issues on the management and conduct of research;
- g. Ensure that cost estimates fall under the existing accounting and auditing rules and regulations; and
- h. Endorse approved school level proposals to the Regional Office for confirmation and release of funds under BERF.

The **Schools Division Research Committee Secretariat**, shall deliver the following:

- a. Organize, coordinate, and document meetings of the Committee;



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- b. Conduct initial screening of submitted proposals for compliance with submission guidelines;
- c. Aid SDRC members in recommending proposals for approval as per the criteria and scoring template provided;
- d. Liaise with academic and research institutions government agencies, and other DepEd offices in the conduct of the research;
- e. Provide technical assistance to the researchers on the conduct of their studies;
- f. Conduct periodic monitoring on research initiatives in schools and community learning centers (CLCs) within the division;
- g. Prepare periodic report on accomplishments related to division research initiatives; and
- h. Prepare complete staff work in support of the Committee's functions as needed.



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Enclosure 3 to Regional Memorandum PPRD-2024-077:

**RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT  
OF IMMEDIATE SUPERVISOR**

**A. RESEARCH INFORMATION**

<b>RESEARCH TITLE</b>	
<b>SHORT DESCRIPTION OF THE RESEARCH</b>	
<b>RESEARCH CATEGORY (check only one)</b> <ul style="list-style-type: none"><li><input type="radio"/> National</li><li><input type="radio"/> Region</li><li><input type="radio"/> Schools Division</li><li><input type="radio"/> District</li><li><input type="radio"/> School</li></ul>	<b>RESEARCH AGENDA CATEGORY (check only one main research theme)</b> <ul style="list-style-type: none"><li><input type="radio"/> Teaching and Learning</li><li><input type="radio"/> Child Protection</li><li><input type="radio"/> Human Resource Development</li><li><input type="radio"/> Governance</li></ul> <p><b>(check up to one cross-cutting theme, if applicable)</b></p> <ul style="list-style-type: none"><li><input type="radio"/> DRRM</li><li><input type="radio"/> Gender and Development</li><li><input type="radio"/> Inclusive Education</li><li><input type="radio"/> Others (please specify): _____</li></ul>
<b>FUND SOURCE (e.g. BERF, SEF, others)*</b>	<b>AMOUNT</b>
<b>TOTAL AMOUNT</b>	

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







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**B. PROPONENT INFORMATION**

LEAD PROPONENT/INDIVIDUAL PROPONENT

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



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PROPONENT 2

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



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PROPONENT 3

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





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**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 4 to Regional Memorandum PPRD-2024-077:*

**DECLARATION OF ANTI-PLAGIARISM**

1. I, \_\_\_\_\_, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of their work without proper acknowledgment and referencing.
2. I hereby attest to the originality of this research proposal and has cited properly all the references used. I further commit that all deliverables and the final research study emanating from this proposal shall be of original content. I shall use appropriate citations in referencing other works from various sources.
3. I understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and (insert grant mechanism).

Proponent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Proponent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Proponent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





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Enclosure 5 to Regional Memorandum PPRD-2024-077:

**DECLARATION OF ABSENCE OF CONFLICT OF INTEREST**

1. I, \_\_\_\_\_, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in evaluating, conducting, or reporting research.
2. I hereby declare that I do not have any personal conflict of interest that may arise from my application and submission of my research proposal. I understand that my research proposal may be returned to me if found out that there is conflict of interest during the initial screening as per Research Management Guidelines.
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 for any conflict of interest which I have intentionally concealed.

Proponent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Proponent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Proponent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





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Enclosure 6 to Regional Memorandum PPRD-2024-077:

**GUIDE FOR APPRAISING ACTION RESEARCH PROPOSALS**

Main Criteria	Sub-Criteria	Increasing Levels of Quality and their Descriptions (Low to High)				Score
Rationale of the Action Research (30 points)	Context (15)	Not described (no points)	The action research proposal presents a general description of the problem or issue as its focus of inquiry. (8 points)	The educational relevance and timeliness of the problem or issue are shown. The need to conduct action research as a way to address or improve the situation is explained (12 points)	The nature, extent, and salience of the identified problem or issue are comprehensively discussed. Different aspects of the action research setting are elaborated showing in depth and critical analysis of the situation. (15 points)	
	Proposed Intervention, Innovation, Strategy (15)	Not presented (no points)	The action research proposal mentions an intervention, innovation, or strategy to be tried out to address the problem or issue. (8 points)	The proposal outlines when and where the intervention or strategy will be undertaken, and who will be involved. Activities to be taken are stated. (12 points)	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. (15 points)	
Action Research Question(s)  30 points		Not stated (no points)	The action research proposal has a stated aim, objective, or general research	The research questions specify the action research variables	The research questions logically proceed from the context of the inquiry. It clearly relates	



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			question(s) (15 points)	or the focus of inquiry. Key elements of the research questions are reflected in the title of the proposal. (25 points)	to the identified problem or issue, and conveys the desired change or improvement.	
Action Research Methods (30 points)	Participants and/or other Sources of Data and Information (10)	Not stated (no points)	The action research proposal states that target participants and or other sources of data and information (ex. Learners, teachers, documents, realia, learner's products, others) (5 points)		Details are provided about the target participant (ex. Number, characteristic, sampling procedure, if any) and/or other sources of data and information. Clear rationale for their inclusion in the study is given. (10 points)	
	Data Gathering Method(s) (15)	Not described (no points)	The action research proposal			
	Data Analysis Plan (10)	Not stated (no points)	The action research proposal			
Action Research Work Plan and Timelines (5 points)		Not included (no points)	The action research proposal			
Cost Estimates (5 points)		Not included (no points)	The action research proposal			
<b>Total Score</b>						
Remarks:						





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Prepared by:

\_\_\_\_\_  
**Education Program Supervisor**

\_\_\_\_\_  
**SEPS for Planning and Research**

Noted by:

\_\_\_\_\_  
**Assistant Schools Division Superintendent**  
**Division Research Chairman**



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Enclosure 7 to Regional Memorandum PPRD-2024-077:

**SUMMARY OF SCORES OF SUBMITTED RESEARCH PROPOSALS**

Schools Division Office: \_\_\_\_\_

RANK	NAME/S OF PROPONENT/S	CONTACT NUMBER	RESEARCH PROPOSAL TITLE	THEME	SCORE
1					
2					
3					
4					
5					

**Prepared by:**

\_\_\_\_\_  
SEPS for Planning and Research

**Noted by:**

\_\_\_\_\_  
SGOD Chief

**Recommending Approval:**

\_\_\_\_\_  
Assistant Schools Division Superintendent

**Approved:**

\_\_\_\_\_  
Schools Division Superintendent



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