



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

03 December 2025

DIVISION MEMORANDUM
SGOD-2025- 210

**CALL FOR THE SUBMISSION OF FY 2026 BASIC EDUCATION RESEARCH
FUND (BERF) PROPOSAL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Section Heads
Cluster Heads
Elementary & Secondary School Heads
This Division

1. In reference to the DepEd Order No. 16, s. 2017, or the Research Management Guidelines and DepEd Regional Memorandum PPRD-2025-052, or the Call for Submission of FY 2026 BERF Proposals, this Office announces the ***call for submission of research proposals for the Basic Education Research Fund (BERF) for Fiscal Year 2026.***
2. The Schools Division Office of Tacurong City, through the Planning and Research Section, shall now accept research proposals to be conducted through the BERF, ***on or before December 15, 2025.*** The PRS shall manage the conduct of evaluation and assessment through the Division Research Committee, guided by DepEd Order No. 16, s. 2017.
3. Elementary Cluster Heads and Secondary School Heads shall ensure participation and submission of proposals from their respective schools. Further, all research proposals must undergo school or cluster evaluation through their respective Research Committees.
4. The research proposals shall be submitted in a PDF file through tacurong.sgod@deped.gov.ph, Attention: Ma. Dianne Joy R. dela Fuente, SEPS-PRS, following the specifications:
 - a. Research Title and Text: Bookman Old Style Font, size 11
 - b. Paper Size: A4



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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- c. Margins: Left (1.5 in), Top, Bottom, Right (1.0 in)
 - d. Spacing: 1.5
5. The research proposals shall adhere to the required template as follows:
- I. CONTEXT AND RATIONALE
 - II. INNOVATION, INTERVENTION, OR STRATEGY
 - III. ACTION RESEARCH QUESTIONS
 - IV. ACTION RESEARCH METHODS
 - A. Research Design
 - B. Sample/Participant and/or other sources of Data and Information
 - C. Data Gathering Methods
 - D. Data Analysis Techniques
 - V. ACTION RESEARCH WORKPLAN AND TIMELINES
 - VI. COST ESTIMATES
 - VII. PLANS FOR DISSEMINATION
 - VIII. REFERENCES
6. The research proposals must also include the Regional annexes (Annexes 1-4), duly accomplished and signed (***see attached***).
7. Research proposals that will qualify in the guidelines and standards of the Research Management shall be forwarded to the Regional Office for further evaluation and approval. All qualified research proposals shall be disseminated through a Regional Memorandum.
8. For wide dissemination and information.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

MDJRdF/SGOD/DM-2025 CALL FOR THE SUBMISSION OF FY 2026 BASIC EDUCATION RESEARCH FUND (BERF) PROPOSAL/December 3, 2025



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Enclosure 3 to Region Memorandum PPRD-2025-052

Annex 1

RESEARCH PROPOSAL APPLICATION FORM

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH	
RESEARCH CATEGORY (check only one) <ul style="list-style-type: none"><input type="radio"/> National<input type="radio"/> Region<input type="radio"/> Schools Division<input type="radio"/> District<input type="radio"/> School	RESEARCH AGENDA CATEGORY (check <u>only one</u> main research theme) <ul style="list-style-type: none"><input type="radio"/> Teaching and Learning<input type="radio"/> Child Protection<input type="radio"/> Human Resource Development<input type="radio"/> Governance (check <u>up to one</u> cross-cutting theme, if applicable) <ul style="list-style-type: none"><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
TOTAL AMOUNT	

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



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B. PROPONENT INFORMATION

LEAD PROPONENT/INDIVIDUAL PROPONENT

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



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PROPONENT 2

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



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PROPONENT 3

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



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Annex 2

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 Region Memorandum PPRD-2025-052:

Annex 3

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 Region Memorandum PPRD-2025-052

Annex 4

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: _____