



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



March 4, 2024

REGIONAL MEMORANDUM

ORD No. 174, s. 2024

To: Assistant Regional Director
Functional Division Chiefs
Schools Division Superintendents
All Others Concerned

**CALL FOR THE SUBMISSION OF RESEARCH PROPOSALS FOR THE BASIC
EDUCATION RESEARCH FUND (BERF) 2024**

1. Pursuant to DepEd Order no. 16, s. 2017 re: Research Management Guidelines (RMG), and DepEd Order no. 026, s. 2021 re: Amendment to DepEd Order no. 16, s. 2017, this Office through the Regional Research Committee (RRC) and Policy, Planning and Research Division (PPRD) calls for the submission of research proposals for the BERF 2024 cycle.
2. The call for research proposals aims to promote evidence-based decision-making from relevant research outputs from the field that is geared towards the achievement of the MATATAG agenda and the three-year development plan of the Region.
3. Corollary to this, the Schools Division Research Committee (SDRC) through the Division Research Coordinator (DRC) shall ensure that the research proposals have been pre-evaluated based on the RMG and the interim guidelines before the submission to the Region.
4. The deadline for the submission of the pre-evaluated research proposals and encoding in the BERF Progress Monitoring Mechanism (BPMM) by the DRC is only until **April 5, 2024, 11AM** through this Google Drive link: **bit.ly/2024BERFProposals**. Forms and templates may be accessed through this link: **bit.ly/NCRBERFForms**. Incomplete documentary requirements will not be included for the selection of RRC.
5. Attached are the enclosures for your information and guidance: (a) Interim Guidelines, (b) Regional Research Priorities, and (c) Reconstituted Regional Research Committee (RRC) and Terms of Reference.



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6. For queries and clarifications, please contact your Division Research Coordinator or email the RRC at research.ncr@deped.gov.ph.
7. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

JOCELYN DR. ANDAYA
Director IV

Encl.: as stated

References: DO 16, s. 2017, RM 058 s. 2023, DO 026, S. 2021, and RM 964 s. 2024

To be indicated in the Perpetual Index
RESEARCH EDUCATION

PPRD/JAI – 2024 Call for the Submission of Research Proposals for the Basic Education Research Fund (BERF) and Interim Guidelines
March 4, 2024



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Enclosure 1

Interim Guidelines on the Basic Education Research Fund 2024

1. Each Division can submit:
 - (a) three (3) Action Research (AR) with a cost estimate amounting from Php4,500 to Php30,000 each,
 - (b.1) one (1) AR or Basic Research (BR) with a cost estimate from Php20,000 to Php30,000, or
 - (b.2) two (2) AR or BR with a cost estimate from Php10,000 to Php30,000,
 - (c) one (1) Basic Research (BR) with a cost estimate of Php150,000 maximum.
2. The Region can submit:
 - (a) two AR with a maximum of Php30,000 cost estimate each, and/or
 - (b) two BR with a maximum of Php150,000 cost estimate each.
3. All research proposals from the Schools, Division, and Region are for evaluation and not automatically approved. Evaluation will be based on the completeness of documentary requirements, Scoring Checklist, and research implementation prioritization that is anchored in the 2024 Regional Research Priorities.
4. Aspiring BERF researchers are encouraged to submit their School level research proposals while former BERF researchers are encouraged to submit a Division/Regional/National research proposal.
5. Only eligible activities and expenditure will be allowed. Include the cost for the notary of the Memorandum of Agreement (MOA) and courier. Submitted cost estimates may be adjusted.
6. Only DepEd permanent employees are eligible to avail themselves of the grant and must submit a Certificate of Employment signed by the authorized personnel. The COE should also specify that the said personnel does not have any administrative case for the fiscal year.
7. Interested researchers must prepare a maximum of 10 to 12 pages of research proposals using only the proposal template and submit them to the DRC. Forms and templates can be accessed through this link bit.ly/NCRBERFForms.
 - 1.1 Checklist for BERF Proposal
 - 1.2 Research Application Form
 - 1.3 Basic Research Proposal Template
 - 1.4 Action Research Proposal Template
 - 1.5 Declaration of Anti-Plagiarism
 - 1.6 Declaration of Absence of Conflict of Interest



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- 1.7 Scoring Checklist for Appraising Basic Research Proposals (for Research Committees Evaluators), and
1.8 Scoring Checklist for Appraising the Action Research Proposals (for Research Committee Evaluators).

Note: Inability to use the correct form/template will be a cause for an immediate disapproval

8. The DRC shall consolidate and submit the results of the SDRC evaluation who achieved a minimum score of 70% for endorsement to PPRD secretariat by:
- creating an individual folder for each researcher in the specific Division folder; Action Research or Basic Research, using this folder name format: LastName_Action for action research proposal or LastName_Basic for basic research proposal,
 - Uploading the research proposal and application form of each researcher in their individual folders using this file name: LastName_Proposal and LastName_Application,
 - completion of the filling up the Google Sheet: BERF Progress Monitoring Mechanism (BPMM) based on the content of the Research Application Form, and
 - uploading the letter of endorsement from the Division.

The Google Drive and Google Sheet in this link: bit.ly/2024BERFProposals will be locked on **April 5, 2024, 11AM**. Incomplete documents will not be included in the evaluation by the RRC.

9. Regional Office personnel submission of research proposals and Research Application Form signed by the Functional Division Chiefs or Unit Heads, shall be sent to this email address: research.ncr@deped.gov.ph on or before **April 5, 2024, 11AM**. Incomplete submissions will not be included in the evaluation.
10. The PPRD secretariat will do the initial evaluation. Then the RRC TWG together with the PPRD secretariat will do the committee evaluation using the following criteria:
- completeness of documentary requirements using the correct forms/templates, and encoding in the BPMM,
 - alignment to the MATATAG agenda,
 - 2024 Regional Research Priorities,
 - eligibility of expenditures,
 - ethical considerations,
 - detailed and clear discussion of the background of the study, framework, methodology, deliverables and plans for dissemination and utilization,
 - timeline, and
 - budget consideration for BERF 2024 Research Cycle.



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11. Approved research proposals by the RRC will be included in the Orientation for Qualifiers Regional Memorandum and shall attend the Online BERF Orientation which is tentatively scheduled on **April 26, 2024**. Moreover, comments and revisions on approved research proposals will be incorporated into the BPMM which the DRC will forward to the BERF grantees and provide technical assistance on its incorporation and implementation. Letter of disapproval will be uploaded in each division's Google drive. Disapproved research can still be resubmitted on the next BERF cycle or to the Division whenever fund is available.
12. Researchers may start implementing their research after the release of the Orientation for Qualifiers Regional Memorandum (RM). Researchers who will opt out of the implementation shall send a letter to the RRC with an explanation a week after the release of the RM. Researchers who will opt out after receiving a fund needs to write a letter of explanation and refund to the RO CASH Unit of DepEd-NCR and give a copy of the letter and receipt to the PPRD secretariat.
13. To facilitate the release of funds, grantees shall submit their deliverables to their Division Research Coordinator which will be uploaded in the division Google Drive. The DRC will verify the incorporation of comments and suggestions of the RRC and SDRG before uploading in the division Google Drive. The PPRD secretariat together with the RRC will review the content before the issuance of the letter of acceptance. Refer to DO. 16 s. 2017 for the deliverables on the release and liquidation of funds.
14. The PPRD secretariat and DRC shall track the progress of all approved research based on the approved work plan and timeline. They should provide technical assistance as needed for the progress monitoring of each researcher. The RRC and SDRG will conduct random visits to the locations of research and discuss with the researchers the status of their research.
15. Provision of changes on the approved research shall be communicated to the PPRD secretariat by a letter addressed to the RRC Chair, Assistant Regional Director, for the approval of the RRC.
16. The researcher/s will be given a maximum of six (6) months for action research, **April 17, 2024, to September 16, 2024** and one (1) year for basic research **April 17, 2024 to March 17, 2025**, to conduct the study based on the approved work plan/timeline of activities. Request for extension may be granted upon approval of a letter of request for extension and must be requested a month before the date of submission (August 16, 2024 for AR, and February 17, 2025).
17. A separate issuance will be released on the submission of the final output.



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Enclosure 2

Regional Research Priorities

(M) MAke the curriculum relevant to produce competent, job-ready, active, and responsible citizens

- a. Explicit, systematic and cumulative approach to instruction on Science and Technology, Literacy and Numeracy for Kinder to Grade 3, and Grade 7
- b. Assessment for Learning
- c. Learner-Centered Pedagogy (LCP)
- d. Academic interventions for learners with low proficiency in reading and numeracy
- e. Peace education integration
- f. Youth Entrepreneurship
- g. Tracer Study for Senior High School Graduates
- h. Evaluation of Alternative Delivery Mode (ADM) Programs
- i. Pilot implementation of the MATATAG curriculum

(T1) TAke steps to accelerate the delivery of basic education facilities and services (corruption)

- a. Digitization of learner assessments, learning resources, and essential processes
- b. School library hubs
- c. Effective ALS implementation in Community Learning Centers
- d. Learning models and approaches in decongesting classrooms

(T2) TAke good care of learners by promoting learner well-being, inclusive education, and a positive learning environment

- a. Back-to-school programs and child mapping
- b. Responsive programs for adolescent mothers, children-at-risks (CAR), and children in conflict with the law (CICL)
- c. Learner's well-being and academic achievement
- d. Parent involvement in academic achievements
- e. Mindfulness techniques
- f. Positive learning environment
- g. Programs or activities for inclusive education programs, alternative learning system, last mile schools, and learners with disabilities
- h. Mental wellness interventions
- i. Learner's psychosocial health and socio-emotional learning
- j. Low participation rate of Kindergarten and Senior High School

(G) Give support to teachers to teach better

- a. Collaborative learning practices to improve teaching-learning processes for student recovery
- b. Learning and development interventions in digitization for teachers and school heads
- c. Digital learning for remote learning
- d. Policy research or M & E research on mechanism for teacher support
- e. Digitization of classroom processes (grading systems, reports, learning measurement, etc.)



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Enclosure 3

**Reconstituted Regional Research Committee (RRC)
and Terms of Reference**

Chair: **Cristito A. Eco**
Assistant Regional Director

Co-Chair: **Lilia A. Ricero**
Education Program Supervisor
OIC Chief, Policy, Planning and Research Division

Adviser: **Jocelyn DR. Andaya**
Director IV

Members

Micah G. Pacheco
Education Program Supervisor
OIC Chief, Curriculum and Learning Management Division

Joan R. Pedroche
Project Development Officer IV
OIC, Chief, Education Support Services Division

Hajji R. Palmero
Chief, Human Resource Development Division

Marina C. Espino
Education Program Supervisor
OIC, Chief, Quality Assurance Division

Roger R. Morillos
Chief, Field Technical Assistance Division

Atty. Annaliza G. Esperanza
Attorney IV, Legal Unit

Juliet J. Icamen
Chief, Finance Division

RRC Designated Alternates

Arnold C. Gatus
Education Program Supervisor, CLMD

Roland D. Montes
Education Program Supervisor, CLMD

Gina L. Cruz
Senior Education Program Specialist, ESSD



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Nutritionist & Dietician II, ESSD - SHNU

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Leah Ailah C. Vicencio
Education Program Specialist II, HRDD

Richard T. Catain
Education Program Supervisor

Maria Laarni Carla C. Paranis
Education Program Specialist, FTAD

Atty. Maria Hannah D. Perez
Attorney III, Legal Unit

Joey B. San Buenaventura
Supervising Administrative Officer, FD

Vergel Jairus J. Emas
Education Program Specialist II
Regional Research Coordinator

PPRD Secretariat

Terms of Reference

1. Attend BERF Orientation, coordination meetings, Research Convergence, and other research related activities;
2. Evaluate submitted research proposals in compliance with the MATATAG agenda, Regional Research Priorities, and the Appraisal Tool;
3. Suggest revisions on submitted research proposals based on research quality standards and the Research Management Guidelines;
4. Provide technical assistance to researchers on the conduct of their studies when needed;
5. Evaluate submitted Final Output for Action and Basic Research compliance with research standards and the Quality Control Checklist;
6. Suggest revisions on submitted Final Output, and
7. Update the BERF Progress Monitoring Mechanism on every evaluation.