



Department of Education  
Region III  
DIVISION OF CITY SCHOOLS  
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By DepED Angeles City  
Division of City Schools

May 20, 2016

**DIVISION MEMORANDUM**

No. 131 s. 2016

**REVISED GUIDELINES IN CONDUCTING RESEARCH BASED ON  
THE BASIC EDUCATION RESEARCH FUND (BERF) STANDARDS**

To: Curriculum Implementation Division  
School Governance and Operations Division  
Public Secondary School Heads  
Public Elementary School Heads  
Secondary and Elementary Teachers

1. The Policy and Research Division of DepED Central Office has released DepEd Order No. 43, s. 2015 articulating the guidelines for the Basic Education Research Fund.
2. In line with this, the revised guidelines in conducting research both applied and action researches, BERF and non - BERF shall be strictly followed.
3. Attached herewith is Regional Memorandum No. 48, s. 2016 articulating the new guidelines in conducting applied and action researches for your reference.
4. For the non-BERF researchers, the policies in conducting research which are articulated in Enclosure No. 2 of Regional Memorandum No. 144, s. 2015 shall be adopted.
5. Wide dissemination of this memorandum is highly desired.

  
**LEILANI S. CUNANAN, CESO VI**

Officer-In- Charge  
Office of the Schools Division Superintendent

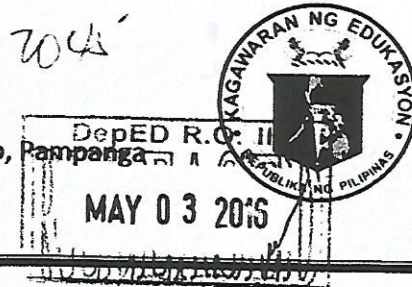




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION III**

D.M. Government Center, Maimpis, City of San Fernando, Pampanga

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**REGIONAL MEMORANDUM**

No. 48, s. 2016

To : Assistant Regional Director  
Schools Division Superintendents  
Regional Division Chiefs

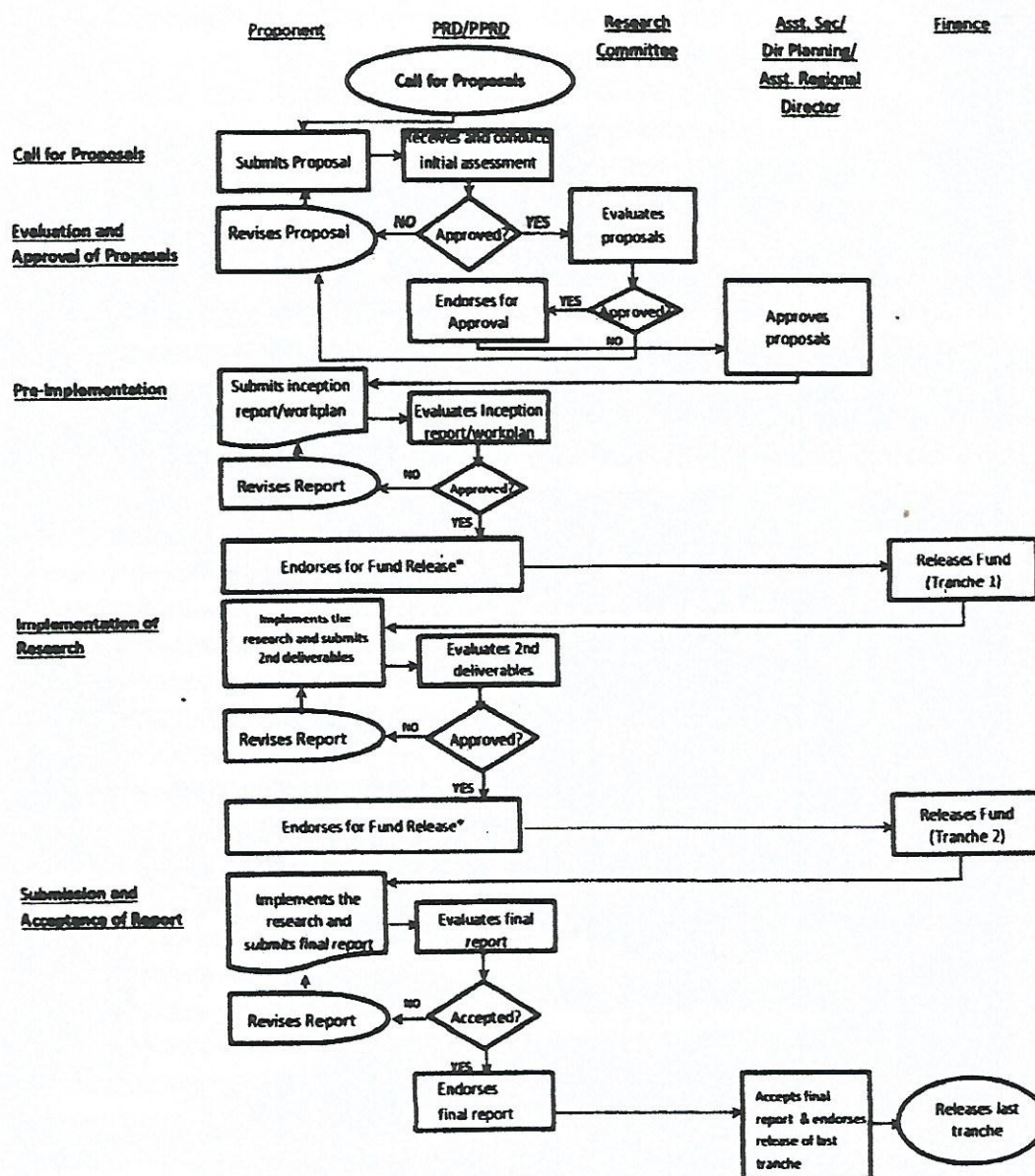
**REVISED GUIDELINES IN CONDUCTING RESEARCH BASED ON  
THE BASIC EDUCATION RESEARCH FUND STANDARDS**

1. The Policy and Research Division of DepED Central Office released DepEd Order No. 43, s. 2015 articulating the guidelines for the Basic Education Research Fund (BERF).
2. Anent to the standards of the mentioned Order, this Office is releasing the revised guidelines in conducting research both applied and action researches.
3. The following enclosures articulate the new guidelines in conducting applied and action researches:
  - Enclosure No. 1 : Process Flow for the Submission of Proposal and Final Research Outputs
  - Enclosure No. 2 : Outline of an Applied Research Proposal
  - Enclosure No. 3 : Outline of an Action Research Proposal
  - Enclosure No. 4 : Outline of Final Research Output for Applied Research
  - Enclosure No. 5 : Outline of Final Research Output for Action Research
  - Enclosure No. 6 : Format for Letter of Intent
  - Enclosure No. 7 : Sample Endorsement for School Head
  - Enclosure No. 8 : Sample Endorsement for Schools Division Superintendent
  - Enclosure No. 9 : Format for the Approval and Disapproval Letter from the Regional Research Committee
  - Enclosure No.10: Rubrics in the Evaluation of Proposals
4. For non-BERF researchers, the policies in conducting research which are articulated in Enclosure No. 2 of Regional Memorandum No. 144, s. 2015 shall be adopted. However, in writing the research paper, the format for the BERF shall be strictly followed. Certificate of acceptance and approval shall also be included in the research proposal and final copy of the paper.
5. Previous issuances on the guidelines related to the conduct of research which are inconsistent to the revised guidelines based on BERF are rescinded.
6. Wide dissemination of this Memorandum is desired.

**MALCOLM S. GARMA, CESO V**  
Director III  
Officer-In-Charge  
Office of the Regional Director



## Process Flow for the Submission of Research Proposal



### 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. Technical (Guidelines in Preparing the Research Papers)

The test of the manuscript must conform to the following:

- Bond Paper Size : Letter Size 8.5" x 11"
- Font Style : Aerial
- Font Size : 12
- Text Spacing : Double Space

2. References – Use APA referencing and provide in text of work and reference list consistently and accurately

Outline of an Applied Research Proposal

Title Page

Table of Contents

Introduction and Review of Related Literature and Studies

Conceptual Framework

Statement of the Problem

Hypothesis

Significance of the Study

Scope and Limitations

Method

Type of Research

Respondents and Sampling Method

Instruments

Data Collection Procedure and Ethical Considerations

Data Analysis

References

Appendices

A. Letter of Requests

B. Instruments

C. Gantt Chart/Time Table

D. Cost Estimates



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The test of the manuscript must conform to the following:

- Bond Paper Size : Letter Size 8.5" x 11"
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- Font Size : 12
- Text Spacing : Double Space

2. References – Use APA referencing and provide in text of work and reference list consistently and accurately

Outline of an Action Research Proposal

Title Page

Table of Contents

Rationale and Review of Related Literature and Studies

Conceptual Framework

Statement of the Problem

Hypothesis

Significance of the Study

Scope and Limitations

Method

Type of Research

Respondents and Sampling Method

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Data Collection Procedure and Ethical Considerations

Data Analysis

References

Appendices

A. Letter of Requests

B. Instruments

C. Workplan

D. Cost Estimates



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Outline of Final Research Output for Applied Research

Title Page

Table of Contents

List of Tables

Abstract

Introduction and Review of Related Literature and Studies

Conceptual Framework

Statement of the Problem

Hypothesis

Significance of the Study

Scope and Limitations

Method

Type of Research

Respondents and Sampling Method

Instruments

Data Collection Procedure and Ethical Considerations

Data Analysis

Results and Discussion

Conclusion

Recommendations

References

Appendices

A. Letter of Requests

B. Instruments

C. Gantt Chart/Time Table

D. Cost Estimates

E. Plan for Dissemination/Advocacy



1. Technical (Guidelines in Preparing the Research Papers)

The test of the manuscript must conform to the following:

- Bond Paper Size : Letter Size 8.5" x 11"
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- Font Size : 12
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Outline of the Final Research Output for Action Research

Title Page

Table of Contents

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Abstract

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Conclusions

Recommendations

References

Appendices

A. Letter of Requests

B. Instruments

C. Workplan

D. Cost Estimates

E. Action Plan



Format for Letter of Intent

<School Logo and Letter Head>

<Date>

Malcolm S. Garma, CESO V  
Officer-In-Charge  
Department of Education  
Regional Office III  
DMGC, Maimpis, San Fernando City  
Pampanga

Attention : Assistant Regional Director  
Chairman, BERF Regional Research Committee

Sir:

I have the honor to submit a research proposal entitled “\_\_\_\_\_” to the Regional Research Committee for evaluation and for possible funding under the Basic Education Research Fund (BERF) Grant Facility.

This research aims to \_\_\_\_\_.

Through this research, \_\_\_\_\_ < state benefits from the study > \_\_\_\_\_.

I look forward to your comments and suggestions and I appreciate your time and consideration of my research proposal.

Respectfully yours,

(Sgd.) \_\_\_\_\_  
< Researcher >



Enclosure No. 7 to Regional Memorandum No. \_\_\_\_\_, s. 2016

Sample Endorsement for School Head

< School Logo and Letter Head >

\_\_\_\_ Endorsement

\_\_\_\_\_  
<Date>

Respectfully forwarded to the Regional Director, DepEd Regional Office III, DMGC, Maimpis, City of San Fernando, through the Schools Division Superintendent, Division of \_\_\_\_\_, the herein research proposal of Mr/Ms. \_\_\_\_\_, entitled “ \_\_\_\_\_ ” for further evaluation and approval, for funding under the Basic Education Research Fund (BERF) Grant Facility.

\_\_\_\_\_  
< School Head >



SAMPLE ENDORSEMENT LETTER

< Division Office Logo and Letter Head >

\_\_\_\_ Endorsement

\_\_\_\_\_  
<Date>

Respectfully forwarded to the Regional Director, DepEd Regional Office III, DMGC, Maimpis, City of San Fernando, Pampanga, (Attention: Chairman, BERF Regional Research Committee) the herein research proposal of Mr/Ms. \_\_\_\_\_, entitled “ \_\_\_\_\_ ” for further evaluation and approval, for funding under the Basic Education Research Fund (BERF) Grant Facility.

\_\_\_\_\_  
< SDS >



Format for the Approval Letter from the Regional Research Committee

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 upon submission of required deliverables.

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.

For questions and further clarifications, please coordinate with the Regional Research Committee through the Planning, Policy and Research Division (PPRD).

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

Very truly yours,

**ASSISTANT REGIONAL DIRECTOR**  
Chairman, BERF Regional Research Committee



Format for the Disapproval Letter from the Regional Research Committee

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. 43, dated September 16, 2015.

The Regional Research Committee regrets to inform you that the said research proposal was **disapproved due to the following reasons:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We thank you for your interest in availing of the BERF facility. Kindly take note that you can still submit another research proposal for possible BERF support provided it has addressed the criteria defined in DO 43, series of 2015.

Very truly yours,

**ASSISTANT REGIONAL DIRECTOR**  
Chairman, BERF Regional Research Committee



Rubrics in the Evaluation of Proposals  
(as per DepEd Order No. 4, s. 2016)

GUIDE FOR APPRAISING SCHOOL ACTION RESEARCH PROPOSALS (grants up to P 30,000 maximum)

		Increasing Levels of Quality and their Descriptions			
Main Criteria	Sub-Criteria	low			high
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 significance of the identified problem or issue are comprehensively discussed. Different aspects of the action research setting are highlighted 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, innovation or strategy will be undertaken, and who will be involved. Activities to be undertaken are stated. (12 points)	The rationale, extent and timeliness 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 question(s). (15 points)	The research question(s) specifies the action research variable(s) or the focus of inquiry. Key elements of the research question(s) are reflected in the title of the proposal. (25 points)	The research question(s) logically proceeds from the context of the inquiry. It clearly relates to the identified problem or issue and conveys the desired change or improvement. (30 points)



Main Criteria	Sub-Criteria	Increasing Levels of Quality and their Descriptions				Score
		low			high	
Action Research Methods 30 points	Participants and/or other Sources of Data and Information (10)	not stated (no points)	The action research proposal states the target participants and/or other sources of data and information (ex: learners, teachers, documents, media, learners' products, others) (5 points)	Details are provided about the target participants (ex: number, characteristics, 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) (10)	not described (no points)	The action research proposal presents a general description of the method(s) to be employed for gathering data. (5 points)	Details of the data gathering method(s) are provided: the specific kinds of data, how and when they will be collected (ex: pretest and posttest scores). Research instruments, if any, are described (ex: test, scale, survey questionnaire, checklist, interview guide, others). (8 points)	The proposal explains why the selected data gathering method(s) is suited to the nature and purpose of the action research. The data gathering method(s) is aligned with the research question(s) known in instruments, if any, are appropriate for obtaining the desired kind of data / information (10 points)	
	Data Analysis Plan (10)	not stated (no points)	The action research proposal presents a general description of how the gathered data / information will be analyzed. (5 points)	Details of the method(s) of data analysis are given. Techniques (ex: quantitative/statistical, qualitative, or both methods), as well as tools (ex: software) to be employed are specified. (8 points)	The selected method of data analysis is shown to be appropriate to the nature of the data / information to be gathered and for addressing the research question(s). (10 points)	



Increasing Levels of Quality and their Descriptions



Main Criteria	low	high	Score
<b>Action Research Work Plan and Timelines</b> 5 points	not included (no points)	The action research proposal includes a list of major activities and their timelines. (3 points)	A detailed work plan is provided covering start to completion of the action research Timelines are realistic and show concretely how the action research will unfold over the allowed period. The overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken. (5 points)
<b>Cost Estimates</b> 5 points	not included (no points)	The action research proposal includes a list of major items and their estimated costs. The total cost is shown. (3 points)	A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the action research, and adhere to the BERE guidelines. The overall plan reflects the proponent's capacity to project specific expenses that she or he is accountable for. (5 points)
Total Score			

Remarks:



**Rubrics in the Evaluation of Proposals**  
(as per DepEd Order No. 4, s. 2016)

**GUIDE FOR APPRAISING DISTRICT, DIVISION, REGION AND NATIONAL LEVEL RESEARCH PROPOSALS**

Main Criteria	Increasing Levels of Quality and their Descriptions			
	low			high
Rationale of the Research 10 points	not described (no points)	The research proposal presents a general description of the topic or focus of inquiry. (5 points)	The educational relevance and timeliness of the research topic are shown. It explains the need to conduct research to understand a phenomenon, advance or validate knowledge, improve a situation, or address an issue / problem. (8 points)	The nature, extent and salience of the research topic are comprehensively discussed. Different aspects of the research setting are elaborated showing in depth and critical analysis of the situation. Policy implications, benefits and limitations of the study are stated. (10 points)
Research Questions 20 points	not stated (no points)	The research proposal has a stated aim, objective, or general research questions. (10 points)	The research questions specify the variables or the focus of inquiry. Key elements of the research questions are reflected in the title of the proposal. (15 points)	The research questions logically proceed from the context of the study. They are formulated to clearly show the extent and different angles of inquiry (ex: different variables of interest, relationships to be probed, geographical and temporal scope) (20 points)
Use of Related Literature and Proper Citation 10 points	not provided (no points)	The research proposal cites theories and/or previous studies related to the present research. Sources are properly acknowledged. (5 points)	Viewpoints and issues underlying the present research are discussed and synthesized. They are critically evaluated to identify inconsistencies or gaps in current knowledge in educational policy that the study intends to address. Constructs are defined and presented in a conceptual framework. Citation of literature sources is consistent. (10 points)	



Increasing Levels of Quality and their Descriptions

low

high

Score

Main Criteria	low	high	Score
Work Plan and Timelines 10 points	not included (no points)	The research proposal includes a list of major activities and their timelines. (5 points)	A detailed work plan is provided covering start to completion of the research. Timelines are realistic and show concretely how the research will unfold over the allowed period. The overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken (10 points)
Cost Estimates 10 points	not included (no points)	The research proposal includes a list of major items and their estimated costs. The total cost is shown. (5 points)	A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the research, and adhere to BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that she or he will be accountable for (10 points)
Total Score			

Remarks: