

RELEASED

DepEd-Division of Catanduanes
RECORDS SECTION

Date DEC 01 2015

Time 8:25 AM

By *[Signature]*



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



November 29, 2015

MEMORANDUM

TO: SDO Staff and Personnel

Public Schools District Supervisors

Elementary and Secondary School Heads

Teaching & Non-Teaching Staff & Personnel

FROM: *[Signature]* NYMPHA D. GUEMO

Asst. Schools Division Superintendent

Officer In-Charge

SUBJECT: COMPOSITION OF DIVISION RESEARCH COMMITTEE

1. Corollary to Regional Memorandum No. 117 s, 2015, the Division Research Committee is composed of the following:

Chairman: Asst. Schools Division Superintendent

Co-Chair: Mr. Miguel Ogalinola, Chief, SGOD

Members: Dr. Josefa Zape, Chief, CID

Mr. Angelo James Aguinalde, Accountant III

Mrs. Sarah Chiong, SEPS- M & E

Mrs. Imelda Abejo, SEPS – Soc Mobilization

Mrs. Emeline Abrasaldo –SEPS- HRDD

Secretariat: Mrs. Raquel Pahoyo – SEPS – Planning

Mr. Rey Bonayon - Planning Officer

2. The roles and responsibilities spelled out in the attached Regional Memorandum shall be strictly observed by all members of the committee.

3. The outlines for Research Proposal and Action Research as well as the Signing Authority for the BERF are found in the Annexes of the Regional Memorandum.

4. For information and dissemination.



November 17, 2015

REGIONAL MEMORANDUM

NO. 117 s. 2015

U11454

RECEIVED

DepEd Division Office - Marikina
 Office of the SDO

Date NOV 23 2015
 Time 2:57 pm
 By: [Signature]

**COMPOSITION OF DIVISION RESEARCH COMMITTEE
 AND A CALL FOR RESEARCH PROPOSALS**

TO: Schools Division Superintendents

1. Corollary to DepED Order No. 43, s. 2015, otherwise known as the Revised Guidelines for the Basic Education Research Fund (BERF), the Schools Division Superintendent shall organize a *Division Research Committee* with the following composition:

- Chair : Assistant Schools Division Superintendent
- Co-Chair : Chief, School Governance and Operations Division (SGOD)
- Members : Chief, Curriculum Implementation Division (CID)
 Accountant III
 SGOD - Education Program Specialists (M&E, Social Mobilization, Education Facilities & HRDD)
- Secretariat : Senior Education Program Specialist for Planning
 Division Planning Officer

Roles and Responsibilities:

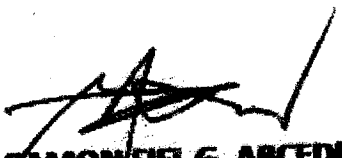
- a. Contextualizes education research agenda.
 - b. Evaluates and approves research proposals and other related activities.
 - c. Resolves emerging issues.
 - d. Recommends release of division research funds.
 - e. Provides feedback to Division Executive Committee on research matters.
2. This will serve as a call for submission of research proposals that promotes a culture of research in the Division Offices and Schools.
 3. The Regional Office supports the initiative towards strengthening evidenced-based policy development and decision-making through a provision of Research Fund.

4. A Research Fund will be granted for eligible proponents of qualified research projects.
5. The mechanisms and processes in availing the Research Fund indicated in the table:

Fund Mechanisms and Processes

Level of Governance	Areas of Research	Maximum Amount	Who can Avail?	Where to Submit	Duration of the Research
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 PHP 150,000.00 /research	Regular employee of DepED RO, SDO and Districts with SG not below 11	*Region - PPRD *Division And Schools - SGOD	Maximum of one (1) year
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 PHP 30,000.00	Regular School Heads, teachers and qualified non-teaching personnel	Division - SGOD	Maximum of six (6) months

6. The outlines for Research Proposal and Action Research are found in Annex 1a and 1b; criteria and scoring templates are in Annex 2a and 2b; the Format for Approval Letter is in Annex 3 and the Signing Authority for the BERF is found in Annex 4 .
7. For information and immediate dissemination.


RAMON FIEL G. ABCEDE
 Regional Director

Annexes: As Stated

PPRD/
wpg/gva

Annex 1.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 Awardment 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 1.b. Outline of 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 2.a. Criteria and Scoring Template for Research Proposals

Criteria	Scoring Guide		
	Unsatisfactory	Marginally Satisfactory	Satisfactory
1. Context			
a. Intro to the study	(0) None provided or irrelevant information	(6) Basic Introduction provided	(8) Appropriate and adequate introduction provided
b. Review of Related Literature	(2) Mentions existing research but not related to the research questions	(5) 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	(10) 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

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

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

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

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

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



REPUBLIC OF THE PHILIPPINES
Department of Education
 REGION V
 REGIONAL CENTER, ST. MARKS LEGASPI CITY
 TEL. (052) 921-0946 Fax. (052) 921-0572
 WWW.DED-REGIONV.DPWH.GOV.PH



SIGNING AUTHORITY FOR THE BERF

PARTICULARS	Final Approving Authority	Second Endorsement	First Endorsement
Budget Allocation	Asst. Secretary for Planning and Development or Director of Planning Service	Chief of Budget Division	Chief, PRD-PS or Director, PS
Obligation Request¹	Box B: CO:		Box A: Head of Requesting Unit
Disbursement Voucher²	Box B: CO: Asst. Secretary for Finance RO: Regional Director		Box A: Chief, Accounting Unit
Cheque³	CO: Asst. Secretary for Finance/Director of Planning RO: Regional Director		CO: Chief, Cash Section RO: Asst. Regional Director/Chief Admin. Office
Approval of Research Proposal	CO: Asst. Secretary for Planning and Development RO: Regional Director	CO: Director of Planning Service; Chief, PRD-PS RO: PPRD	Research Committees
Approval of Deviation from Research Proposal	Asst. Secretary for Planning and Development	Director of Planning Service	Chief, PRD-PS
Extension to conduct research	CO: Asst. Secretary for Planning and Development RO: Regional Director	CO: Director of Planning RO: Asst. Regional Director	CO: Chief, PRD RO: Chief, PPRD
Sub-Allotment Release Order- Downloading of fundsA – (CO to RO)	Undersecretary for Finance and Admin.	Asst. Secretary for Finance	Chief, PRD-PS and Chief, Budget Division