



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY


March 08, 2024

DIVISIONAL MEMORANDUM
 No. 088 , s. 2024

CALL FOR NON-BERF RESEARCH PROPOSALS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Public Secondary and Elementary School Heads
 This Division

1. For information, guidance, and compliance of all concerned, this Office urges DepEd Teaching and Non-Teaching Personnel to submit research proposals for the Calendar Year 2024.
2. Additional requirements are to be submitted with the research proposals, to wit:
 - a. Research Proposal Application Form;
 - b. Immediate Supervisor's Conforme;
 - c. Declaration of Anti-Plagiarism; and
 - d. Declaration of Absence of Conflict of Interest.
3. Attached are the blank forms of the required documents. Soft copies of these forms can be downloaded at <https://tinyurl.com/nonberfdocs>.
4. For inquiries and clarification, contact Rosalyn M. Lato, SEPS-Planning and Research at 09664157304.
5. Immediate dissemination of this Memorandum is desired.


NIMFA R. LAGO, PhD, CESO VI
 Asst. Schools Division Superintendent
 OIC, Schools Division Superintendent

ATCH.: As stated
 References: DepEd Memorandum-PHROD-2021-0555; RM No. 376, s. 2021
 To be indicated in the Perpetual Index under the following subjects:

NON-BERF	BASIC RESEARCH	ACTION RESEARCH	THEME
SBC/DM _____/March 08, 2024	"Call for Non-BERF Research Proposals"		
/P&R-rml			



Address: IBJT Compound, Carangan, Ozamiz City
 Telephone No: (088) 545-09-88
 Telefax: (088) 545-09-90
 Email Address: ozamiz.city@deped.gov.ph



PANDONG
 #PadayonAsensoOzamiz



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RESEARCH PROPOSAL APPLICATION FORM

A. RESEARCH INFORMATION

RESEARCH TITLE:																															
SHORT DESCRIPTION OF THE RESEARCH:																															
<p>RESEARCH CATEGORY (check <u>only one</u>)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;"><input type="checkbox"/></td><td>National</td></tr> <tr><td><input type="checkbox"/></td><td>Region</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Schools Division</td></tr> <tr><td><input type="checkbox"/></td><td>District</td></tr> <tr><td><input type="checkbox"/></td><td>School</td></tr> </table> <p>(check <u>only one</u>):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;"><input checked="" type="checkbox"/></td><td>Action Research</td></tr> <tr><td><input type="checkbox"/></td><td>Basic Research</td></tr> </table>	<input type="checkbox"/>	National	<input type="checkbox"/>	Region	<input checked="" type="checkbox"/>	Schools Division	<input type="checkbox"/>	District	<input type="checkbox"/>	School	<input checked="" type="checkbox"/>	Action Research	<input type="checkbox"/>	Basic Research	<p>RESEARCH AGENDA CATEGORY (check <u>only one</u> main research theme)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;"><input checked="" type="checkbox"/></td><td>Teaching and Learning</td></tr> <tr><td><input type="checkbox"/></td><td>Child Protection</td></tr> <tr><td><input type="checkbox"/></td><td>Human Resource Development</td></tr> <tr><td><input type="checkbox"/></td><td>Governance</td></tr> <tr><td><input type="checkbox"/></td><td> </td></tr> </table> <p>(Check <u>up to one</u> cross-cutting theme, if applicable)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;"><input type="checkbox"/></td><td>DRRM</td></tr> <tr><td><input type="checkbox"/></td><td>Gender and Development</td></tr> <tr><td><input type="checkbox"/></td><td>Inclusive Education</td></tr> </table> <p>Others (please specify): _____</p>	<input checked="" type="checkbox"/>	Teaching and Learning	<input type="checkbox"/>	Child Protection	<input type="checkbox"/>	Human Resource Development	<input type="checkbox"/>	Governance	<input type="checkbox"/>		<input type="checkbox"/>	DRRM	<input type="checkbox"/>	Gender and Development	<input type="checkbox"/>	Inclusive Education
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<input type="checkbox"/>	Gender and Development																														
<input type="checkbox"/>	Inclusive Education																														
<u>FUND SOURCE (e.g. BERF, SEF, others)*</u>	<u>AMOUNT</u>																														
Basic Education Research Fund	Php 0.00																														
Total Amount	Php 0.00																														

* indicate also if 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:
REGION/DIVISION/SCHOOL (whichever is applicable):		
Contact Number 1:	Contact Number 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>enumerate from bachelor's degree up to doctorate degree</i>	TITLE OF THESIS/RELATED RESEARCH PROJECT	
BEEEd		
SIGNATURE OF PROPONENT:		



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IMMEDIATE SUPERVISOR'S CONFORME

I hereby endorse the attached research proposal. I certify that the proponent has the capacity to implement a research study without compromising her office functions.

Name and Signature of Immediate Supervisor: _____

Position /Designation: _____

Date: _____

Name and Signature of Immediate Supervisor: _____

Position /Designation: _____
Public Schools District Supervisor
District , Division of Ozamiz City

Date: _____

Name and Signature of Immediate Supervisor: _____

Position /Designation: _____
Division of Ozamiz City

Date: _____



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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 acknowledgement 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 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 the Division.

Proponent : _____

SIGNATURE : _____

DATE : _____



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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 judgement 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 DepEd Order No. 16, s. 2017.
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 : _____



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MOA Annex A – Table of Deliverables

A. Action Research Work Plan and Timelines

Table 1. Research Activities and Timelines

Activities	Aug. 2018	Sept. 2018	Oct. 2018	Nov. 2018	No. of Days
1. Proposal Writing and Approval	✓				5
2. Meeting with Teachers and Parent/Securing Consent	✓				5
3. Preparation of Session Plan/Instructional Materials		✓			5
4. Baseline Data Gathering			✓		5
5. Implementation of the Intervention			✓	✓	50
6. Endline Data Gathering				✓	5
7. Analysis and Interpretation of Data				✓	5
8. Submission and Liquidation of Expenses				✓	5
Total					85

B. Cost Estimates

Table 2. Estimated Cost of Expenses

Items/Activities	Total
A. Materials (Bond Paper, Ink, Printing, Photocopying)	
B. Transportation (Data Gathering/Conduct of Sessions)	
C. Session Instructional Materials	
D. Meals/Snacks (Researcher and Participants)	
E. Communication allowance on the Dissemination Activities/Presentation	
Total	Php.00

Prepared by:

Lead Proponent