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Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

August 06, 2025

**DIVISION MEMORANDUM**

No. 463 s. 2025

**DIVISION CALL FOR SUBMISSION OF RESEARCH PROPOSALS FOR FY 2026  
BASIC EDUCATION RESEARCH FUND (BERF)**

To: Assistant Schools Division Superintendents  
Chiefs of SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads in Public Elementary and Secondary Schools  
Teaching, Non-Teaching, and Teaching-Related Personnel  
All Concerned

1. In line with the Department of Education's commitment to promote and strengthen a culture of research in basic education, and pursuant to Regional Memorandum No. 244, s. 2025 titled "*Call for Fiscal Year 2026 Basic Education Research Fund (BERF) Research Proposals*," the Schools Division Office, through the SGOD – Planning and Research Unit, hereby announces the Call for Research Proposals for Fiscal Year 2026 under the Basic Education Research Fund (BERF).

2. All proposed research studies must be aligned with the priorities set forth in Regional Memorandum No. 185, s. 2020, otherwise known as the *Harmonized Regional Basic Education Research Agenda*. Proposals should address key thematic areas, namely teaching and learning, child protection, human resource development, and governance. Where appropriate, cross-cutting themes such as Gender and Development (GAD), Disaster Risk Reduction and Management (DRRM), and Inclusive Education may also be integrated to enrich the scope and relevance of the study. Furthermore, each proposal must demonstrate its potential to contribute meaningfully to the enhancement of education quality in Region III and uphold the principles of the Department of Education's 5-Point Reform Agenda.

3. The initial screening of submitted research proposals shall be supervised by the Chief Education Supervisor of the Schools Governance and Operations Division (SGOD), in accordance with the guidelines set forth in DepEd Order No. 16, s. 2017. Following this, the Schools Division Research Committee (SDRC), under the leadership of the Assistant Schools Division Superintendents (ASDSs), shall conduct a thorough evaluation and endorse eligible proposals to the Regional Office for final review and possible funding support.

4. All research proposals must be submitted through the official email address [research.pampanga@deped.gov.ph](mailto:research.pampanga@deped.gov.ph) and duly registered via the designated link at <https://bit.ly/SDOPResearch-Registry>. Proponents are expected to comply with all




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requirements specified in Division Memorandum No. 474, s. 2022. To facilitate proper documentation and processing, it is imperative that all required information be accurately and completely provided in the Registry of Research Studies.

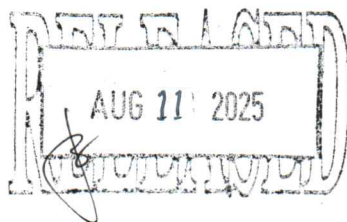
5. The minimum requirements for research proposals eligible for funding and non-funding as well are outlined in Annex 1 of this memorandum. All proponents are expected to observe full and strict compliance with the specified criteria to ensure proper evaluation and consideration for funding support. In addition, all required information, including e-signatures, must be duly accomplished in the Research Proposal Application Form and the accompanying Declaration of Anti-Plagiarism and Absence of Conflict of Interest, provided in Annexes 2 and 3, respectively. Failure to provide complete information and comply with the basic requirements may result in delays in the processing and review of submitted proposals.

6. The deadline for the submission of research proposals seeking funding under the Basic Education Research Fund (BERF) is set on August 29, 2025 (Friday). In contrast, research proposals not covered by the BERF may be submitted until October 31, 2025 (Friday), in accordance with the provisions of Division Memorandum No. 125, s. 2023. Nonetheless, all researchers are highly encouraged to submit their proposals under the BERF program to maximize access to available funding support and increase opportunities for wider dissemination and utilization of their research outputs.

7. Immediate and wide dissemination of this memorandum is earnestly desired.

  
**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

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**ANNEX 1: MINIMUM REQUIREMENTS OF THE RESEARCH PROPOSALS**

**Technical Requirements**

1. The text of the manuscript must conform to the following:
  - Font Style : Times New Roman
  - Font Size : 12
  - Running Head : Title Page and Subsequent Pages
  - Text Spacing : Double Space
2. The American Psychological Association (APA) 7th Edition style must be used in citing references.

**A. BASIC (APPLIED) RESEARCH PROPOSAL TEMPLATE**

- I. Introduction and Rationale
- II. Literature Review
- III. Research Questions
- IV. Scope and Limitation
- V. Research Methodology
  - a. Sampling and Participants
  - b. Data Collection
  - c. Ethical Issues (Considerations)
  - d. Plan for Data Analysis
- VI. Timetable/Gantt Chart
- VII. Cost Estimates
- VIII. Plan for Dissemination and Advocacy
- IX. References
- X. Annexes
  - a. Research Information, Proponent Information, and Endorsement of Immediate Supervisor (See Annex 2)
  - b. Declaration of Anti-Plagiarism and Absence of Conflict of Interest (See Annex 3)

**B. ACTION RESEARCH TEMPLATE**

- I. Context and Rationale
- II. Action Research Questions
- III. Proposed Intervention, Intervention, and Strategy
- IV. Action Research Methods
  - a. Sampling and Participants
  - b. Sources of Data
  - c. Data Gathering Methods



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- d. Data Analysis Plan
- V. Action Research Work Plan and Timelines
- VI. Cost Estimates
- VII. Plan for Dissemination and Utilization
- VIII. References
- IX. Annexes
  - a. Research Information, Proponent Information, and Endorsement of Immediate Supervisor (See Annex 2)
  - b. Declaration of Anti-Plagiarism and Absence of Confluct of Interest (See Annex 3)



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**ANNEX 2: RESEARCH PROPOSAL APPLICATION FORM**

**Research Information**

|  |  |
|--|--|
| <b>RESEARCH TITLE</b>  |  |
| <b>SHORT DESCRIPTION OF THE RESEARCH</b>   |  |
| <b>RESEARCH CATEGORY (check only one)</b><br><br><input type="checkbox"/> National<br><input type="checkbox"/> Region<br><input type="checkbox"/> Schools Division<br><input type="checkbox"/> District<br><input type="checkbox"/> School<br><br><b>(check only one)</b><br><input type="checkbox"/> Applied Research<br><input type="checkbox"/> Action Research | <b>RESEARCH AGENDA CATEGORY (check <u>only one</u> main research theme)</b><br><br><input type="checkbox"/> Teaching and Learning<br><input type="checkbox"/> Child Protection<br><input type="checkbox"/> Human Resource Development<br><input type="checkbox"/> Governance<br><br><b>(check up to one cross-cutting theme, if applicable)</b><br><br><input type="checkbox"/> DRRM<br><input type="checkbox"/> Gender and Development<br><input type="checkbox"/> Inclusive Education<br><input type="checkbox"/> Others (please specify): _____ |
| <b>FUND SOURCE (e.g. BERF, SEF, others)*</b>   | <b>AMOUNT</b>  |
|  |  |
|  |  |
| <b>TOTAL AMOUNT</b>  |  |





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**Proponent Information**

|   |   |                       |
|---|---|-----------------------|
| 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<br>(DEGREE TITLE)<br>Enumerate from bachelor's degree up to the doctorate degree | TITLE OF THESIS/DISSERTATION/RELATED RESEARCH PROJECT |                       |
|   |   |                       |
|   |   |                       |
|   |   |                       |
|   |   |                       |
| SIGNATURE OF PROPONENT:   |   |                       |

**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: \_\_\_\_\_



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**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 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 of original content. I shall use appropriate citations in referencing other works from various sources.
3. I understand that violation of 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 :

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_