



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

January 20, 2023

REGION MEMORANDUM
PPRD-2023-011

**CONDUCT OF ONLINE SURVEY QUESTIONNAIRE FOR THE RESEARCH
STUDY IN THE DEVELOPMENT OF COMPREHENSIVE TECHNICAL
ASSISTANCE PROGRAM FOR BERF RECIPIENTS**

To: Schools Division Superintendents
Regional Functional Division Chiefs

1. This has reference to Region Memorandum PPRD No. 2023-001 regarding “*PPRD 2023 Research Agenda as Mechanism in the Development of Research-Enabled Innovations,*” wherein one of the research agenda to be undertaken for Quarter 2 of FY 2023 is entitled, “***Development of Comprehensive Technical Assistance Program Based on the In-depth Evaluation of 2022 BERF Completed Researches.***”
2. This research undertaking is in line with the Policy, Planning & Research Division (PPRD) Operations Manual (OM) 2022, particularly on Policy Development Process with focus on the sub-processes on: “Policy Implementation and Review,” which is anchored on “One DepEd, One QMS” strategic direction of DepEd CO.
3. The focus of this initiative is to formulate a localized research-based intervention policy focused on DepEd Order No. 43, s. 2015 on “Revised Guidelines for the Basic Education Research Fund (BERF)” and DepEd Order No. 16, s. 2017 on “Research Management Guidelines.”
4. Generally, this study aims to develop a Comprehensive Technical Assistance Program based on the in-depth evaluation of Basic Education Research Fund (BERF) completed researches for SY 2022.
5. Specifically, it aims to realize the following indicative research objectives:
 - 5.a Determine the level of originality and uniqueness of the 2022 BERF completed researches based on the plagiarism software results.
 - 5.b Find-out the level of difficulty as perceived by the 2022 BERF recipients in the following parts of Action Research and mechanics: Research Abstract; Context and Rationale; Action Research Questions/Objectives; Intervention, Innovation, Strategies (IIS); Action Research Methodology; Presentation, Analysis, Discussion and Interpretation of Results; Summary of Findings, Reflections and Insights/Conclusion and Recommendation; Scientific Content of the Study, References, and Writing Mechanics.



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- 5.c Identify the facilitating and hindering factors affecting the efficiency and effectiveness of BERF management as perceived by the division research coordinators and BERF recipients.
- 5.d Develop the Comprehensive Technical Assistance Program based on the results of the study in terms of: ICT-enabled Technical Assistance Program; and Training Program in Conducting Research.
6. To realize this worthwhile endeavor, Research Study Timeline, Profile of Respondents/Participants, Profile of the Survey Questionnaire Validators, Mechanics of the Online Survey and Terms of References (ToRs) are provided to ensure efficient and effective collaboration towards the realization of this research undertaking. See the following enclosures for your references:
Enclosure No. 1: Research Study Timeline
Enclosure No. 2: Profile of the Respondents/Participants of the Study
Enclosure No. 3: Mechanics of the Online Validation of Survey Questionnaire
Enclosure No. 4: Mechanics of the Online Survey for the Respondents of the Study
Enclosure No. 5: Terms of Reference (ToR) for Regional Functional Division Offices (RFDOs)
Enclosure No. 6: Terms of Reference (ToR) for School Division Offices (SDOs)
7. To realize the research objective on: “Identifying the facilitating and hindering factors affecting the efficiency and effectiveness of BERF management as perceived by the division research coordinators and BERF recipients,” a series of focus group discussions (FGDs) shall be conducted to involve selected group of participants who are: eight (8) 2022 BERF Recipients and eight (8) Division Research Coordinators/SEPS for Planning and Research.
8. For inquiries and clarifications, you may reach Dr. Glenn A. Bisnar, CES through glenn.bisnar@deped.gov.ph.
9. For dissemination, information, and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

References: PPRD RM 2023-001; DepEd Order No. 43, s. 2015; DepEd Order No. 16, s. 2017

Allotment: C/o PPRD Allocation from ORD

To be indicated in the Perpetual Index under the following subjects:

PROGRAM

RESEARCH

GAB/PPRD/RM – CONDUCT OF ONLINE SURVEY QUESTIONNAIRE FOR THE RESEARCH STUDY IN THE DEVELOPMENT OF COMPREHENSIVE TECHNICAL ASSISTANCE PROGRAM FOR BERF RECIPIENTS/011/January 20, 2023



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Enclosure 1 to Region Memorandum PPRD-2023-011

RESEARCH STUDY TIMELINE

Phase No.	Research Activity	Indicative Timeline
1	Survey Questionnaire Formulation	2 nd to 3 rd Week of January 2023
2	Survey Questionnaire Validation	3 rd to 4 th Week of January 2023
3	Conduct of Online Survey Questionnaire to the Respondents of the Study	February 2023
4	Conduct of FGD to the Participants of the Study	March 2023
5	Data Analysis and Interpretation	April 2023
6	Firming-up of Research Study	May 2023
7	Dissemination of Research Findings	June 2023



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Enclosure 2 to Region Memorandum PPRD-2023-011

PROFILE OF THE RESPONDENTS/PARTICIPANTS OF THE STUDY

School Division Offices	Number of 2022 BERF Recipients as Respondents of the Online Survey	Number of Participants in the FGD (Division Research Coordinators/SEPS for Planning & Research)
Regional Office (HRDD)	4	-
Cotabato	11	1
General Santos City	6	1
Kidapawan City	4	1
Koronadal City	10	1
Sarangani	4	1
South Cotabato	6	1
Sultan Kudarat	10	1
Tacurong City	8	1
Total	63	8



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Enclosure 3 to Region Memorandum PPRD-2023-011

MECHANICS OF THE ONLINE VALIDATION OF SURVEY QUESTIONNAIRE

A. The following **Division Research Coordinators/SEPS for Planning and Research** shall serve as validators of the survey questionnaire:

RO/SDOs	Division Research Coordinators/SEPS for Planning and Research
Cotabato	Dr. Oldric J. Licaros / Melba S. Torilla
General Santos City	Nepomuceno Federizo
Kidapawan City	Dr. Arnel Alcosaba
Koronadal City	Maria Elma P. Paches
Sarangani	Dr. Renetchie B. Martinez
South Cotabato	Tino A. Panduma
Sultan Kudarat	Rodrigo Viduya / Iris Canilla Navarro
Tacurong City	Ernie P. Pama

B. For efficient and effective Validation of the *Survey Questionnaire*, the validators shall do the following:

Step 1. Log-in the link: <https://bit.ly/BERF-Research-Validation>.

Step 2. After logging-in the link, you will be coursed through the Online Survey Site entitled: **“Validation of the Survey Questionnaire on Development of Comprehensive Technical Assistance Program Based on the In-depth Evaluation of 2022 BERF Completed Researches.”** Read thoroughly the general directions provided for.

Step 3: Click the button that corresponds to your respective Division:

- Cotabato
- General Santos City
- Kidapawan City
- Koronadal City
- Sarangani
- South Cotabato
- Sultan Kudarat
- Tacurong City

Step 4. In the link, read thoroughly the following documents, which you will use in the validation process:

- Survey Questionnaire on **“Development of Comprehensive Technical Assistance Program Based on the In-depth Evaluation of 2022 BERF Completed Researches”** – document to be validated.



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- Validation Tool to be used in validating the Survey Questionnaire – to be filled-out by the validators.

Step 5: After filling-out the Online Validation of Survey Questionnaire, click the “submit” button.

Note: In case of some queries, contact **Blessy Joie P. Barnuevo** – research proponent, through her email address: blessyjoie.barnuevo@deped.gov.ph.



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Enclosure 4 to Region Memorandum PPRD-2023-011

**MECHANICS OF THE ONLINE SURVEY FOR THE RESPONDENTS
OF THE STUDY**

For efficient and effective data gathering through the online survey, all respondents, who are the **FY 2022 BERF Recipients** shall do the following:

Step 1. Log-in the link: (To be issued latter through a Regional Memorandum.)

Step 2. After logging-in the link, you will be coursed through the Online Survey Site entitled: **“Development of Comprehensive Technical Assistance Program Based on the In-depth Evaluation of 2022 BERF Completed Researches.”** Read thoroughly the general directions provided for.

Step 3: Click the button that corresponds to your respective level of governance (SDO/RFD):

- **School Division Offices (SDOs):**
 - Cotabato
 - General Santos City
 - Kidapawan City
 - Koronadal City
 - Sarangani
 - South Cotabato
 - Sultan Kudarat
 - Tacurong City

- **Regional Functional Division (RFD):**
 - Human Resource Development Division (HRDD)

Step 4. After filling-out the online survey, click the “submit” button.

Note: In case of some queries, contact **Blessy Joie P. Barnuevo** – research proponent, through her email address: blessyjoie.barnuevo@deped.gov.ph.



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Enclosure 5 to Region Memorandum PPRD-2023-011

ToR FOR REGIONAL FUNCTIONAL DIVISION OFFICES (RFDs)

Regional Functional Division Offices	Terms of Reference
Office of the Regional Director	<ul style="list-style-type: none">• Provides general directions of this research undertaking.• Facilitates the conduct of this research survey through ICTU.
Policy, Planning & Research Division (PPRD)	<ul style="list-style-type: none">• Firms-up the details of the research study.• Takes charge in the validation and finalization of the online research survey questionnaire.• Manages the completion of the research project by coming up with a research-based Learning and Development intervention.• Leads in the formulation of the policy component of the research project.
Curriculum Learning Management Division (CLMD)	<ul style="list-style-type: none">• Ensures alignment of the research-based intervention program with the region's strategic directions on quality.• Provides technical support in the validation of the survey questionnaire to be used.
Human Resource Development Division (HRDD)	<ul style="list-style-type: none">• Provides TA in the development of training modules based on the research findings.• Provides support in the training component of the intervention for future BERF Recipients.
Quality Assurance Division (QAD)	<ul style="list-style-type: none">• Quality assures the region memorandum of the Online Survey Questionnaire and relevant issuances.• Conducts M&E on the varied phases of the proposed research-based intervention program as major output of the study.
Field Technical Assistance (FTAD)	<ul style="list-style-type: none">• Takes charge in providing technical assistance mechanisms at all governance levels.• Documents innovative and best practices of this research-based project to form part the Knowledge Management System of the region.• Provides technical support in the validation of the survey questionnaire to be used.
Administrative Division (AD)	<ul style="list-style-type: none">• Takes charge in the administrative aspects of the research project.
Finance Division	<ul style="list-style-type: none">• Provides TA in the financial component of the research
Education Support Services Division (ESSD)	<ul style="list-style-type: none">• Provides educational support services in the effective implementation of the project.



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Enclosure 6 to Region Memorandum PPRD-2023-011

ToR FOR SCHOOLS DIVISION OFFICES (SDOs)

SDOs Functional Division Offices	Terms of Reference
Office of the SDS	<ul style="list-style-type: none">• Provides overall directions of this online research undertaking at the division level.• Ensures effective support mechanisms of the proposed research-based intervention as the major output of the research project.• Directs the maximum involvement of the ITO in this undertaking by letting them perform the tasks mentioned below:
	<ul style="list-style-type: none">• Information Technology Officer (ITO):<ul style="list-style-type: none">- Facilitates the conduct of this undertaking by connecting closely with the FY 2022 BERF Recipients to ensure maximum response from the respondents.- Collaborates closely with the SEPS for Planning & Research.
Schools Governance Operation Division (SGOD)	<ul style="list-style-type: none">• Takes charge in monitoring the wide dissemination of this online survey among FY 2022 BERF Recipients.• Ensures maximum participation of SEPS for Planning and Research/Division Research Coordinator actively in the FGD.• Facilitates maximum participation of the concerned personnel under his/her own supervision to take the lead in this endeavor:
	<ul style="list-style-type: none">• Division Planning Officer (DPO):<ul style="list-style-type: none">- Ensures that the link for the survey is well disseminated to all respondents under his/her jurisdiction.- Provides technical assistance to respondents that need special support especially those which are in far flung areas.- Provides status updates to SGOD Chiefs as regards compliance of the concerned respondents.- Disaggregates data as basis in planning and programming.- Collaborates closely with the ITO and SEPS for Planning & Research for successful conduct of this undertaking.



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	<ul style="list-style-type: none">• SEPS for Planning & Research (PR):<ul style="list-style-type: none">- Coordinates with the concerned respondents and participants to actively participate in the Online Survey and/or Online FGD.- Facilitates the harvesting, consolidation, processing of the data gathered within the context of the research agendum.- Collaborates closely with the ITO and PO to ensure the implementation of the intervention from this research undertaking.- Disseminates the results of the research undertaking in varied fora to inform stakeholders and decision makers.
Curriculum Implementation Division (CID)	<ul style="list-style-type: none">• Takes charge in ensuring that all respondents can participate in this online research survey in partnership with all the concerned PSDSs.• Leads in formulating contextualized mechanisms for effective implementation of the major output of this research undertaking.



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