



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

23 Dec 2024

DIVISION MEMORANDUM
SGOD No. **147**, s. 2024

**CALL FOR SUBMISSION OF FY 2025 BASIC EDUCATION
RESEARCH FUND (BERF) PROPOSALS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Municipal and District Research Coordinators
All Others Concerned

1. In reference to Regional Memorandum No. 077, s. 2024 titled, **Call for Submission of FY 2025 Basic Education Research Fund (BERF) Proposals**, the Schools Division of South Cotabato through the Schools Governance and Operations Division - Planning and Research Section is now calling for the submission of research proposals to be funded by FY 2025 BERF on or before January 20, 2025. All submissions, enclosures, and details can be accessed through the link <https://bit.ly/SouthCotabato2025BERFProposals>. Research proposals must be in a Word file (including the annexes) with a file name Municipality – Last Name of Lead Proponent (e.g. Lake Sebu – Barnuevo). A maximum of 3 proponents per action research proposal.
2. Research proposals shall be anchored on the Basic Education Research Agenda per DepEd Order No. 39, s. 2016 titled, **Adoption of the Basic Education Research Agenda**.
3. These are the themes of the Basic Education Research Agenda.
 - a. Teaching and Learning - Instruction and Curriculum
 - b. Teaching and Learning - Learners Assessment and Learning Outcomes
 - c. Child Protection
 - d. Human Resource Development
 - e. Governance and Cross-Cutting (In
4. The research proposals must be submitted in PDF in the format as specified below:



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph



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- a. Research Title: Bookman Old Style Size 11, Bold
 - b. Paper Size: A4
 - c. Margin: Left (1.5 inches), Top, Bottom, Right Margin (1 inch)
 - d. Text Font: Bookman Old Style, Size 11
 - e. Space: 1.5
5. Attached are the enclosures for reference.
- a. Enclosure 1: Research Proposal Application Form and Endorsement of Immediate Supervisor
 - b. Enclosure 2: Declaration of Anti-Plagiarism
 - c. Enclosure 3: Declaration of Absence of Conflict of Interest
6. For further inquiries, all concerned may contact Blessy Joie P. Barnuevo, Senior Education Program Specialist – Planning and Research Section at blessyjoie.barnuevo@deped.gov.ph.
7. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA. CESO V
Schools Division Superintendent

Encl.: As stated
Reference: as stated
To be indicated in the Perpetual Index
under the following subjects:

RESEARCH OR STUDIES

FUNDS

BJB/DM–call for submission of FY 2025 basic education research fund (BERF) proposals
0000/December 23, 2024



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Enclosure 1 to Division Memorandum SGOD 147s. 2024

**RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT
OF IMMEDIATE SUPERVISOR**

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH	
RESEARCH CATEGORY (check only one) <ul style="list-style-type: none"><input type="radio"/> National<input type="radio"/> Region<input type="radio"/> Schools Division<input type="radio"/> District<input type="radio"/> School	RESEARCH AGENDA CATEGORY (check only one main research theme) <ul style="list-style-type: none"><input type="radio"/> Teaching and Learning<input type="radio"/> Child Protection<input type="radio"/> Human Resource Development<input type="radio"/> Governance (check up to one cross-cutting theme, if applicable) <ul style="list-style-type: none"><input type="radio"/> DRRM<input type="radio"/> Gender and Development<input type="radio"/> Inclusive Education<input type="radio"/> Others (please specify): _____
FUND SOURCE (e.g. BERF, SEF, others)*	AMOUNT
TOTAL AMOUNT	

**indicate also if the 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) enumerate from Bachelor's degree up to doctorate degree	TITLE OF THESIS/RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		



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PROPONENT 2

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) enumerate from Bachelor's degree up to doctorate degree	TITLE OF THESIS / RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		



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PROPONENT 3

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) enumerate from Bachelor's degree up to doctorate degree	TITLE OF THESIS/RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		



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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: _____

Name and Signature of Immediate Supervisor

Position/Designation: _____

Date: _____

Name and Signature of Immediate Supervisor

Position/Designation: _____

Date: _____



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Enclosure 2 to Division Memorandum SGOD _____, s. 2024

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 acknowledgment 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 from 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: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____



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Enclosure 3 to Division Memorandum SGOD _____, s. 2024

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 judgment 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 Research Management Guidelines.
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: _____

Proponent: _____

Signature: _____

Date: _____

Proponent: _____

Signature: _____

Date: _____



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