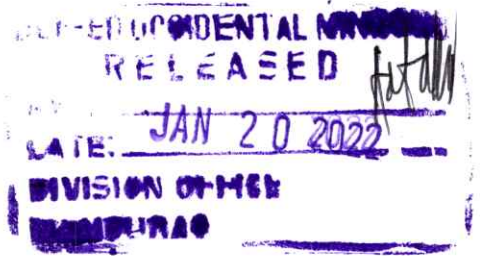




Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION

**SCHOOLS DIVISION OF OCCIDENTAL MINDORO**



Office of the Schools Division  
Superintendent

January 19, 2022

**DIVISION MEMORANDUM**  
No. 000027, s. 2022

**DIVISION GUIDELINES ON THE SUBMISSION OF RESEARCH PROPOSALS**

To: OIC, Asst. Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary & Secondary Public School Heads  
Schools Division Research Committee (SDRC) and Its Technical Working  
Group (TWG)  
All Others Concerned


1. Relative to Unnumbered Regional Memorandum dated January 13, 2022 re: "Call for Research Proposals to be Funded by the 2022 Basic Education Research Fund", this Office announces the division guidelines on the submission of action/basic research proposals for funding through the Basic Education Research Fund (BERF).
2. All interested teachers, school heads and SDO personnel shall submit their proposals on or before **February 11, 2022** for evaluation of Schools Division Research Committee (SDRC) and Research TWG Members. The following shall be submitted by the research proponents in A4-sized bond paper:
  - a) Application form and endorsement of immediate supervisor of proponent;
  - b) Declaration of Anti Plagiarism;
  - c) Declaration of Absence of Conflict-of-Interest Form;
  - d) Research Proposal (include in the work plan/timeline the submission of liquidation reports which is 30 days upon the release of the fund)
  - e) Validity and Reliability Certification of Researcher-Made Instrument; and
  - f) Research Instrument Tool.
3. Electronic copies of the proposals shall be submitted to School Governance and Operations Division - Planning and Research Section through [depedoccaresearch@gmail.com](mailto:depedoccaresearch@gmail.com) with the subject: "Research Proposal of (Name of Proponent)" hence submission of printed copies is NOT required.
4. No research proposals shall be submitted directly to the Regional Office without proper evaluation.

PRS/syt



✉ Brgy. Payompon, Mamburao, Occidental Mindoro  
☎ 0906-550-1840/0929-630-1538  
✉ [occidental.mindoro@deped.gov.ph](mailto:occidental.mindoro@deped.gov.ph)  
📘 DepEd Tayo Occidental Mindoro/DepEd Occidental Mindoro

5. Only proposals with an average of seventy percent (70%) and above shall be endorsed to the Regional Office for funding.
6. The said research topic/area should focus on education in the new normal anchored on the themes of the **Basic Education Research Agenda (BERA): Teaching and Learning, Child Protection, Human Resource Development and Governance**. Moreover, research proponents are highly encouraged to download and peruse the provisions of DepEd Order No. 16, s. 2017 entitled "Research Management Guidelines" for them to be guided accordingly.
7. Attached herewith are the readily available templates which can be used by the research proponents.
8. Widest dissemination of and compliance to this Memorandum are desired.

  
**LYNN G. MENDOZA**  
Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

**Enclosures:**

- A - Research Proposal Application Form and Endorsement of Immediate Supervisor
- B - Declaration of Anti-Plagiarism
- C - Absence of Conflict Interest

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 ENCLOSURE A - **RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT OF IMMEDIATE SUPERVISOR**

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

**A. RESEARCH INFORMATION**

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

• Indicate also if proponent will use personal funds

**B. PROPONENT INFORMATION**

**LEAD PROPONENT/ INDIVIDUAL PROPONENT**

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YY)	SEX:	POSITION/ DESIGNATION:
REGION/ DIVISION/ SCHOOL (whichever is applicable)		
CONTACT NUMBER 1:	CONTACT NUMBER 1:	EMAIL ADDRESS:



EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>Enumerate from bachelor's degree up to doctorate degree</i>	TITLE OF THESIS/ RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		

**PROPONENT 2**

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YY)	SEX:	POSITION/ DESIGNATION:
REGION/ DIVISION/ SCHOOL (whichever is applicable)		
CONTACT NUMBER 1:	CONTACT NUMBER 1:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>Enumerate from bachelor's degree up to doctorate degree</i>	TITLE OF THESIS/ RELATED RESEARCH PROJECT	
SIGNATURE OF PROPONENT:		

**PROPONENT**

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YY)	SEX:	POSITION/ DESIGNATION:
REGION/ DIVISION/ SCHOOL (whichever is applicable)		
CONTACT NUMBER 1:	CONTACT NUMBER 1:	EMAIL ADDRESS:

EDUCATIONAL ATTAINMENT (DEGREE TITLE) <i>Enumerate from bachelor's          degree up to doctorate degree</i>	TITLE OF THESIS/ 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: \_\_\_\_\_

\_\_\_\_\_  
 Name and Signature of Immediate Supervisor  
 Position/ Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Name and Signature of Immediate Supervisor  
 Position/ Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_

**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 explicit 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 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 C - **DECLARATION OF ABSENCE OF CONFLICT INTEREST**

**DECLARATION OF ABSENCE OF CONFLICT 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 (insert RMG provision).
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 and (insert grant mechanism) for any conflict of interest which I have intentionally concealed.

PROPONENT: \_\_\_\_\_

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

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

PROPONENT: \_\_\_\_\_

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

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

PROPONENT: \_\_\_\_\_

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

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