February 23, 2024

DIVISION MEMORANDUM
No. _____97_____ , s. 2024

CALL FOR RESEARCH PROPOSAL FOR FUNDING UNDER BASIC EDUCATION RESEARCH FUND (BERF) FOR FISCAL YEAR 2024

To: Assistant Schools Division Superintendent
     Chief Education Supervisors (SGOD & CID)
     Education Program Supervisors
     Education Program Specialist
     Public Schools District Supervisors
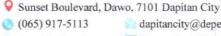   Elementary & Secondary School Heads
     Finance Section

1. In reference to Regional Memorandum No. 103, s. 2024, this Division, through the Planning and Research (P &R), hereby calls for the submission of Research Proposals for possible funding under the Basic Education Research Fund (BERF) for the Fiscal Year 2024.

2. The Schools Division Research Committee (SDRC) shall set its timeline for the submission and evaluation of the research proposals adopting the Regional Research Management Guidelines No. 85, s. 2023.

3. Attached herewith are copies of the Composition of Schools Division Research Committee (SDRC) and template for Minimum Requirements of the Research Proposals.

4. For information, guidance and compliance.

DANNY B. CORDOVA, EdD, CESO VI
Schools Division Superintendent

ANNEX 2: Minimum Requirements of the Research Proposal

A. BASIC RESEARCH PROPOSAL TEMPLATE

    I.   Introduction and Rationale
    II.   Literature Review
    III. Research Questions
    IV. Scope and Limitation
    V.   Research Methodology
        a. Sampling
        b. Data Collection
        c. Ethical Issues
        d. Plan for Data Analysis
    VI. Timetable / Gantt Chart
    VII. Cost Estimates
    VIII. Plans for Dissemination and Advocacy
    IX. References

B. ACTION RESEARCH TEMPLATE

    I.   Context and Rationale
    II.   Action Research Questions
    III. Proposed Innovation, Intervention, and Strategy
    IV. Action Research Methods
        a. Participants and/or other Sources of Data and Information
        b. Data Gathering Methods
        c. Data Analysis Plan
    V.   Action Research Work Plan and Timelines
    VI. Cost Estimates
    VII. Plans for Dissemination and Utilization
    VIII. References