



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

January 23, 2025

**DIVISION MEMORANDUM**

No. 28 s. 2025

**CALL FOR ACTION RESEARCH PROPOSALS FOR ENDORSEMENT TO  
CY 2026 FUNDING**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors and Division Coordinators  
Public Schools District Supervisors and OIC-PSDSs  
Public Elementary School Heads  
Public Secondary School Heads  
All others concerned

1. To promote a culture of research, encourage more educational research, and support deserving researchers in the Division, this Office hereby announces the call for Action Research Proposals which will be endorsed for funding through the CY 2026 Policy Research Program (PRP) Fund (Formerly BERF) or other fund sources including, but not limited to local funds and Special Education Fund (SEF), as stipulated in DepEd Order No. 16 series of 2017.
2. This call is also in response to Regional Memorandum No. 00100, s. 2025 dated January 22, 2025 entitled "Call for the Submission of Action Research Paper Proposals for CY 2026 to be Funded by the Policy Research Program (PRP) Fund (Formerly BERF)".
3. Action research proposals must be aligned to the Basic Education Research Agenda (DepEd Order No. 39, series 2016) or to the Basic Education Regional Research Agenda - STARSS (Regional Memorandum No. 60, series of 2021).
4. In conformance to the Research Management Guidelines of DepEd Order number 16, series of 2017, the following documents and attachments for Action Research are required:
  - ✓ Action Research Proposal manuscript with the following parts:

ACTION RESEARCH
<b>Body of Research:</b> Context and Rationale Action Research Questions Proposed Innovation, Intervention & Strategy



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**Research Methods:**

- Participants and Other Sources of Data & Other Info
- Data Gathering Methods
- Data Analysis Plan

Work Plan & Timelines

Cost Estimates

**Plans for Dissemination and Advocacy:**

- Training Design
- Work Plan

M&E Tool

Reference/s

Sample Research Instruments

- ✓ Annex 1 (DO 16 s.2017): Research Proposal Application Form and Endorsement of Immediate Supervisor
- ✓ Annex 3 (DO 16 s.2017): Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- ✓ Copy of LR Evaluation Summary Tool for Locally Developed Learning Resources indicating that the LR to be used in the proposed study "Passed" the evaluation and signed by appropriate SDO official/s. (1 copy) – *applicable only for research proposals which will utilize LRs.*

The editable copies of Annex 1 and 3 of DepEd Order 16, s. 2017 can be downloaded by accessing the link: <https://bit.ly/BERFattachments> or by scanning the QR code below:




FORMATTING	
Margin	Left Side ( 1.5 in ) Right Side ( 1.0 in ) Top and Bottom ( 1.0 in )
Font and Size	Bookman Old Style
Number of Lines per page	23 Lines
Paper Size	Short Bond Paper

5. The budget cap for **Action Research** proposals is PHP 15,000. These figures must be reflected in the submitted documents. The scope of the Action Researches will be limited to one school only. The cost estimates will reflect the list of specific activities to be conducted in the entire duration of the research activity implementation, as reflected in the Work Plan/Gantt Chart/Timeline

• **COST ESTIMATE FORMAT**

ACTIVITY	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT

6. All timetables must be set to Calendar Year 2026. Action Researches are given six (6) months to complete the study.
7. Interested researchers must submit the hard copy of their proposals to the Office through the records section from **January 28, 2025 to May 30, 2025 only**.
8. All submitted research proposals will be reviewed by the Schools Division Research Committee (SDRC) using the Annex 4.a and Annex 4.b of DO 16 s. 2017.
9. Qualified Research Proponents will be notified through the contact number and DepEd email they provided during the submission.
10. Since funds for the research grants are not within the Division Office, the SDRC can only endorse qualified proposals, subject to the guidelines provided in DO 16, s. 2017.
11. Expenses incurred in the conduct of this activity shall be charged to the Division Local Funds/ MOOE/ SEF subject to the usual accounting and auditing rules and regulations.
12. Immediate & widest dissemination and compliance of this Memorandum are directed.

  
**JOSE L DONCILLO, CESO V**  
 Schools Division Superintendent



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