



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS
 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools
 Division Superintendent**

DIVISION MEMORANDUM
 No. 015, s. 2024

January 9, 2024

**CALL FOR SUBMISSION OF ACTION RESEARCH PROPOSALS
 FOR FY 2024's POLICY AND RESEARCH PROGRAM**

To: Assistant Schools Division Superintendent
 Chiefs, CID, SGOD
 Public Elementary & Secondary School Principals
 All Other Concerned

1. Pursuant to DepEd Order No. 16, s. 2017, "Research Management Guidelines", and in line with RM No. 021, s. 2024, "Research Management Cycle 2024", this office, through the School Governance Operation Division (SGOD) in close coordination with the Schools Division Research Committee (SDRC), announces the **Call for Submission of Action Research (AR) Proposals for FY 2024's Policy and Research Program**.

2. Relative to this, the RRC and Schools Division Research Committee (SDRCs) shall conduct the following preliminary activities as anchored on RMG:

Research Activities	Timeframe	MOVs
Call for submission of AR proposals from FDs, schools, and CLCs	January 8 to February 9, 2024	Memorandum Research Proposals Documentary Attachments
Initial screening of submitted AR proposals and provision of technical assistance by the SDRC Secretariat	February 12-16, 2024	Memorandum List of Submitted Research Proposals Assessment Checklist
Committee evaluation by the SDRC Members	February 19-23, 2024	Criteria Guide/ Scoring Rubrics
Submission/ endorsement of the evaluated AR proposals to the RO	February 26-29, 2024	Endorsement Letter Short-listed Research Studies Documentary Requirements

3. Correspondingly, the SDRCs are required to submit four (4) AR proposals: (1) teaching and learning and (1) literacy and numeracy (*classroom-based research*) to be conducted by "teaching personnel" to ensure that learning outcomes are achieved as well as (1) support program (*school-based/ district-based*) and (1) organizational development (*SDO-based/ RO-initiated/ office-based*) AR studies to be conducted by "teaching-related" and "non-teaching personnel" to likewise reinforce the intermediate outcome on enabling mechanisms for the improvement of the Department's internal processes and systems to modernize governance and educational management. Hence, the research ideas outlined in the to-be submitted AR proposals should carry the potential to be translated into outputs, practices, or systems that can create value to the organization and its clientele; and results in workplace improvements through efficiency in operations, increased productions, impowered working standards, and/or savings in the government spending.




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4. Additionally, the AR proposals should support the achievement of outcomes in the MATATAG Education Agenda and anchored on the Basic Education Development Plan (BEDP) 2030- Policy and Research Agenda's themes, topics, or priority research areas:

Themes	Topics	Research Priorities
Teaching and Learning	<ul style="list-style-type: none"> ● Curriculum Development and Delivery ● Learning Resource Management ● Admission, assessment, retention and promotion of learners ● ICT Integration in Education ● GAD, inclusive education, DRRM 	<ul style="list-style-type: none"> ● curriculum, numeracy and literacy, teaching and learning strategies, 21st century skills, learners and learning outcomes ● learning resource standards, management system for learning resources ● classroom assessment, system assessment, authentic assessment, placement and promotion of learners ● digital learning, digital learning resources, gender responsiveness, inclusive education, learning recovery.
Development of Learners	<ul style="list-style-type: none"> ● Child and Learner Protection ● Learner's Welfare and Support Services ● Gender and Development ● Inclusive Education ● Disaster Risk Reduction Mngt. ● Interagency collaboration and external partnership 	<ul style="list-style-type: none"> ● protection measures, health and safety standards in schools, physical and mental well-being of learners ● rights-based approach in basic education ● gender responsiveness ● inclusive digital education ● learner's disaster preparedness ● partnership for health and social programs
Human Resource Development	<ul style="list-style-type: none"> ● Recruitment, Selection, Placement and Promotion ● Learning and Development ● Performance Management, Rewards and Recognition ● Employee Welfare and Support Services 	<ul style="list-style-type: none"> ● hiring and recruitment policy process, competency standards (CS), assessment of CS per position ● professional development system and programs, capability-building and training ● RPMS, PPST, rewards system, PRAISE in DepEd ● wage and benefits, protection and promotion of employees' rights (support mechanisms for personnel)
Governance	<ul style="list-style-type: none"> ● Basic Education Planning ● Fiscal and Resource Management and Procurement ● Policy Development ● Program and Project Management ● Research Management ● Monitoring and Evaluation (M&E) ● Information System and Knowledge Management ● Organizational Structure ● School Governance ● Establishment and management of facilities of public schools and learning centers ● Regulation of and support to private schools and other learning institutions ● Information Communication and Technology ● Communication and Publication Standards ● Administrative and Records Management ● Gender and Development ● Disaster Risk and Reduction Management ● Interagency Collaboration and External Partnership 	<ul style="list-style-type: none"> ● planning process and procedures, procurement processes, standards & procedures, implementation of SEF policies, fund allocation to operating units ● policy development process, feedback mechanisms ● management of programs and projects ● research mngt process (research culture across governance levels), sustainability of AR interventions ● M&E system (utilization of M& E findings in the dept) ● data and information management protocols, intellectual property rights in DepEd, office mandates, functions, and structure, school structure ● implementation of the school-based mngt (SBM) ● establishing, merging, conversion, separation, and naming of public schools, titling of school sites, school environment and learning ● regulation of non-DepEd schools and learning institutions ● information system in DepEd (effect to the delivery of service and operations, implementation of DepEd Computerization Program) ● website management, public relations, DepEd advisories ● administrative management ● policy and process review ● gender mainstreaming in governance processes ● DRRM implementation (DRRM programs, teachers' capacity in managing disaster-risk/crisis rel. situations) ● Coordination and partnership mechanisms (brigade eskwela, existing coordination and partnership mechanisms for policy and program development

5. Furthermore, the AR Proposals should follow the prescribed outline stipulated in the institutional format of DepEd Region VII Central Visayas known as Supplemental Writing Resources for Innovative Teaching and Engaging Strategies (SWRITES): Simplified Research Guide for AR Proposals which is then anchored on DepEd Order No. 16, s. 2017, Research Management Guidelines.
6. The recommended AR Proposals for Policy Research Program 2024 must also be duly endorsed by the Schools Division Superintendents (SDS) of the counterpart SDOs or by the Functional Division (FD) Chiefs for those research proponents from the Regional Office.
7. The Schools Division Research Coordinators and/or Senior Education Program Specialists for Planning and Research Units are requested to upload the softcopies of the SDO-approved AR Proposals and corresponding documentary requirements (MS Word and PDF) affixed with electronic signature, and attached with (i) assessment checklist and (ii) criteria guide or scoring rubric with corresponding remarks through the following link: <https://bitly/BERF2024-ARProposals>. The file to be uploaded shall follow this filename format: SDO_Name of Lead Proponent, e.g. (SDO-Dumaguete_She Writes) or PPRD7_She Writes.
8. The BERF 2024 Prospective Grantees are then requested to prepare corresponding powerpoint presentations of their AR Proposals following the prescribed format. The day and time slots for the presenters per SDO shall be announced in subsequent issuances.
9. All expenses incurred relative to the conduct of this research activity shall be charged to Regional/Division MOOE or Local Funds/ BERF 2024 PRP Funds, subject to the existing accounting and auditing rules and regulations.
10. Lastly, relative to the conduct of the 2024 RM Cycle, Regional or Division Technical Working Group/ Secretariat Members shall be then scheduled to visit the SDOs and/ or schools for dissemination initiatives, capacity building activities for proposal writing and funding opportunities, and other related advocacies.
11. For more information, please contact the Policy Planning, and Research Division (PPRD), Department of Education Regional Office VII at Government Center, Sudlon, Lahug, Cebu City through email at pprd.ro7@deped.gov.ph.
12. Immediate and wide dissemination of this Memorandum is directed.


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Schools Division Superintendent 