



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. **021** , s. 2025

January 9, 2025

**CALL FOR SUBMISSION OF ACTION RESEARCH PROPOSALS
FOR THE FY 2025's POLICY AND RESEARCH PROGRAM**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
All Public Elementary and Secondary School Heads
School Research Coordinators
All Others Concerned

1. This Office, through the Schools Governance and Operation Division disseminates Regional Memorandum NO. 1171s, 2024 titled Call for Submission of Action Research (AR) Proposals for the FY 2025's Policy and Research Program from December 11, 2024 to January 10, 2025. For DepEd Tagbilaran City Division Action Research Proposals will be accepted until **January 22, 2025**. Relatively a corresponding schedule for proposal evaluation will be as follows:

Research Activity	Timeframe	Research Deliverables
Initial Screening	January 20-22, 2025	Assessment Checklist
Committee Evaluation	January 22-24, 2025	Criteria Guide/Scoring Template

2. In addition, the SDRC's are required to submit three (3) AR proposals: two (2) teaching and learning and/or literacy and numeracy (*classroom-based research*) to be conducted by "teaching personnel" to ensure that learning outcomes are achieved and one (1) support program (*school-based*) or 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 outcomes on enabling mechanisms for the improvement of the Department's internal processes and systems to modernize governance and educational management.

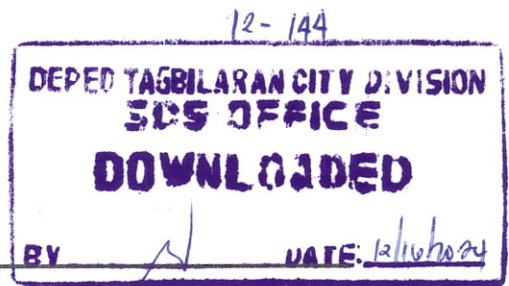
3. Please see attached memorandum for further information.

4. For wide dissemination and immediate action.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent 



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM

No. 1177 s. 2024

**CALL FOR SUBMISSION OF ACTION RESEARCH PROPOSALS
 FOR THE FY 2025's POLICY AND RESEARCH PROGRAM**

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 Regional Office Functional Division (FD) Chiefs
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Pursuant to DepEd Order No. 16, s. 2017, "Research Management Guidelines", this Office, through the Policy, Planning, and Research Division (PPRD) in close coordination with the Regional Research Committee (RRC) and collaboration with the Schools Division Research Committees (SDRCs), announces the **Call for Submission of Action Research (AR) Proposals for the FY 2025's Policy and Research Program** from December 11, 2024 to January 10, 2025. Relatively, the corresponding schedule for the proposal evaluation to be conducted by the SDOs shall be followed, as indicated below:

Research Activities	Timeframe	Research Deliverables
Initial Screening	January 13-17, 2025	Assessment Checklist
Committee Evaluation	January 20-24, 2025	Criteria Guide/ Scoring Template

2. In addition, the SDRCs are required to submit three (3) AR proposals: two (2) teaching and learning and/or literacy and numeracy (*classroom-based research*) to be conducted by "teaching personnel" to ensure that learning outcomes are achieved and one (1) support program (*school-based/ district-based*) or (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.

3. Moreover, 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): A Simplified Research Guide in Crafting AR Proposals* with the following documentary requirements:

Research Deliverable(s)	Doc. Ref. Codes	Forms or Templates
Action Research PROPOSAL	RO-PPRD-F065 RO-PPRD-F035 RO-PPRD-F036 RO-PPRD-F034 RO-PPRD-F030 RO-PPRD-F031 RO-PPRD-F032 RO-PPRD-F033	SWRITES: <u>AR Proposal Guide</u> Work Plans and Timelines for Research Implementation Cost Estimates for Action Research Implementation Transmittal Letter for Research Implementation Application Form and Endorsement of Immediate Supervisor(s) of the Proponent(s) Template Declaration of Anti-Plagiarism Form Declaration of Absence of Conflict of Interest Form Research Proponents' Profile Template



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
 Telephone Number: 639773295904 local 700


DepEd Tayo Region VII

region7.deped.gov.ph



Certificate No. PMP 02045
 15.93.0185

4. The recommended AR Proposals for Policy Research Program 2025 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.
5. The Schools Division Research Coordinators and/or Senior Education Program Specialists for Planning and Research Unit 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://bit.ly/BERF2025-ARProposals>. The file to be uploaded shall follow this filename format: SDO_Name of Lead Proponent, e.g. (SDO-Danao City_She Writes) or PPRD7_She Writes.
6. The BERF 2025 prospective grantees are also 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.
7. All expenses incurred relative to the conduct of this research activity shall be charged to Regional/ Division MOOE or Local Funds/ BERF 2025 PRP Funds, subject to the existing accounting and auditing rules and regulations.
8. Furthermore, relative to the conduct of the 2025 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.
9. 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.
10. Immediate and wide dissemination of this Memorandum is directed.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

STU/FYA/PPRD/BDT/suttc



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639773295904 local 700



DepEd Tayo Region VII



region7.deped.gov.ph

