



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. 051 , s. 2025

January 22, 2025

**RESEARCH MANAGEMENT: UPDATED SCHEDULE OF PROPOSAL CALL AND EVALUATION
 UNDER FY 2025'S RESEARCH MANAGEMENT CYCLE**

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. 0057s, 2025 titled Updated Schedule of Proposal Call and Evaluation under FY 2025's Research Management Cycle as specified below:

Research Mngt. Activities	Timeframe	Research Resources/Link
Call for AR Proposals	Jan. 13-24,2025	SWRITES: AR Proposal Guide
Initial Screening and Committee Evaluation	Jan. 20-24,2025 Jan. 27-29,2025	Assessment Checklist Criteria Guide/Scoring Rubrics
Submission and Endorsement of the Evaluated AR Proposals to RO	Jan. 30,2025	https://bit.ly/BERF2025Proposals
RRC Secretariat's Staffworks	Jan. 31,2025	List of Received AR Proposals

2. Furthermore, the RRC emphasizes that the AR Proposals to be submitted in the Basic Research Fund (BERF) Facility Grant under the Policy and Research Program (PRP) 2025 should be aligned to the key outcomes of the 5-Point Reform Agenda per Strategic Plan of the Philippine Basic Education Sector, especially focusing on domain number 4 pertaining to high quality education.
3. All other stipulations of RM No. 1171, s. 2024 and Division Memo No.021, s. 2025 shall remain in force.
4. For immediate dissemination.

WILFREDA D. BONGALOS PhD CESO V
 Schools Division Superintendent



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Department of Education
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Office of the Regional Director

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REGIONAL MEMORANDUM

No. 1-178 s. 2025

RESEARCH MANAGEMENT: UPDATED SCHEDULE OF PROPOSAL CALL AND EVALUATION UNDER FY 2025's RESEARCH MANAGEMENT CYCLE

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

1. In line with RM No. 1171, s. 2024, "Call for Submission of Action Research Proposals for the FY 2025's Policy and Research Program", this Office, through the Policy, Planning, and Research Division (PPRD) in close coordination with the Regional Research Committee (RRC) and in collaboration with the Schools Division Research Committees (SDRCs), disseminates the **Updated Schedule of Proposal Call and Evaluation under FY 2025's Research Management Cycle** as specified below:

Research Mngt Activities	Timeframe	Research Resources/ Link
Call for AR Proposals	Jan 13-24, 2025	SWRITES: AR Proposal Guide
Initial Screening and Committee Evaluation	Jan 20-24, 2025	Assessment Checklist
	Jan 27-29, 2025	Criteria Guide/ Scoring Rubric
Submission and Endorsement of the Evaluated AR Proposals to RO	Jan 30, 2024	https://bit.ly/BERF2025-ARProposals
RRC Secretariat's Staffworks	Jan 31, 2024	List of Received AR Proposals

2. Furthermore, the RRC emphasizes that the AR Proposals to be submitted in the Basic Education Research Fund (BERF) Facility Grant under the Policy and Research Program (PRP) 2025 should be aligned to the key outcomes of the 5-Point Reform Agenda per Strategic Plan of the Philippine Basic Education Sector, especially focusing on domain number 4 pertaining to high quality education.

3. In addition, the Schools Division Research Coordinators are hereby requested to constantly update the Region VII's BERF Monitoring Report as of the date of submission to track the number of proposals received and approved per SDO. Consequently, RO7-PPRD through the Regional Research Coordinator shall be responsible for managing the BERF-related studies including the monitoring and reporting of its status to DepEd CO.

4. All other stipulations of RM No. 1171, s. 2024 shall remain in force.

5. For immediate dissemination and appropriate action.

[Signature]

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

STJ/FYA/PPRD/BDT/smtc



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

Office of the Regional Director

REGIONAL MEMORANDUM

No. _____ 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-F034	SWRITES: <u>AR Proposal Guide</u> DepEd Region VII - Central Visayas: <u>AR Research Implementation and Evaluation for Action Research Implementation</u> Training: <u>Letter for Research Implementation</u> Application Form and Checklist for AR Implementation Department of Education - Region VII - Central Visayas Department of Education - Region VII - Central Visayas Research Preparation Guide Template



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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 *ii*) assessment checklist and *iii*) criteria guide or scoring rubric with corresponding remarks through the following link: <https://drive.google.com/drive/folders/1UW123456789012345678901234567890>. 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@region7.deped.gov.ph.
10. Immediate and wide dissemination of this Memorandum is directed.


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