



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

SGOD- 2025- 200

September 17,2025

**CALL FOR SUBMISSION OF ACTION RESEARCH PROPOSALS FOR THE  
FY 2026 POLICY AND RESEARCH PROGRAM**

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

1. This Office, through the Schools Governance and Operation Division, disseminates the enclosed Regional Memorandum No. 0932s, 2025 titled **Call for Submission of Action Research (AR) Proposals for the FY 2026's Policy Research and Program**, from **September 16 to October 31,2025**. Relatively a corresponding schedule for proposal evaluation and validation is as follows:

Research Activities	Timeframe
SDRIC Evaluation	October 16- November 14,2025
RRC Evaluation	November 17- December 15,2025

2. In addition each School Division Research Innovation Committee (SDRIC) is required to submit **five (5) AR proposals**; three (3) Teaching and Learning and/ or Literacy and Numeracy (classroom-based research to be conducted by *teaching personnel* to ensure improved assessment data and two (2) support programs (school-based/district-level or organizational development (SDO-based /RO-initiated/office-based AR studies to be conducted by *teaching-related* and *non-teaching personnel*, in support of strengthening enabling mechanism for governance, internal processes, and educational management.

3. Submit hard copy of your action research proposals to **Ma. Antonette P. Dugang PhD**, Education Program Supervisor- SGOD Division Research Focal Person.

4. For details, attached is the said Memorandum.

5. Immediate dissemination of this Memorandum is desired.

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent



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

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Office of the Regional Director

**REGIONAL MEMORANDUM**

No. 0932 s. 2024

**CALL FOR SUBMISSION OF ACTION RESEARCH PROPOSALS  
 FOR THE FY 2026 POLICY AND RESEARCH PROGRAM**

To: Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 Regional Office Functional Division (FD) Chiefs  
 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 in collaboration with the Schools Division Research and Innovation Committees (SDRICs), hereby announces the **Call for Submission of Action Research (AR) Proposals** for the **FY 2026 Policy and Research Program**, from **September 16 to October 31, 2025**. The corresponding schedule of evaluation and validation is as follows:

Research Activities	Timeframe
SDRIC Evaluation	October 16 - November 14, 2025
RRC Validation	November 17 - December 15, 2025

2. In addition, each SDRIC is required to submit **five (5) AR proposals**: three (3) in Teaching and Learning and/or Literacy and Numeracy (classroom-based research) to be conducted by *teaching personnel* to ensure improved assessment data and two (2) support programs (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*, in support of strengthening enabling mechanisms for governance, internal processes, and educational management.

3. Moreover, the AR Proposals must strictly follow the prescribed outline stipulated in the institutional format of DepEd Region VII-Central Visayas, *Supplemental Writing Resources for Innovative Teaching and Engaging Strategies (SWRITES): A Simplified Research Guide in Crafting AR Proposals*, with the following **documentary requirements**:

- Action Research Proposal
- Action Research Questionnaire/ Tool
- Work Plans and Timelines for Research Implementation
- Cost Estimates for Action Research Implementation
- Plans for Dissemination, Utilization, and Advocacy
- Transmittal Letter for Research Implementation
- Application Form and Endorsement of Immediate Supervisor of the Proponent/s
- Declaration of Anti-Plagiarism Form
- Declaration of Absence of Conflict of Interest Form
- Research Proponent/s' Profile

9-166  
**DEPED TAGBILARAN CITY DIVISION  
 SDS OFFICE**  
**DOWNLOADED**  
 DATE: 9/17/2025



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
 Telephone Number: (032) 256-9466/639773295904 local 700

DepEd Tayo Region VII

region7.deped.gov.ph



4. Recommended AR proposals for the FY 2026 Policy Research Program must be duly endorsed by the **Schools Division Superintendent (SDS)** for SDO proponents or by the **Functional Division Chief** for Regional Office proponents.
5. The Schools Division Research and Innovation 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 complete documentary requirements (MS Word and PDF), with electronic signatures and attachments via this link: <https://bit.ly/BERF2026-ARProposals>. The file to be uploaded shall follow this filename format: SDO\_Name of Lead Proponent, e.g. (SDO-Bohol\_She Writes) or PPRD7\_She Writes.
6. Prospective PRP-BERF 2026 grantees are likewise requested to prepare PowerPoint presentations of their AR proposals, following the prescribed format. The specific schedule of presentations per SDO will be issued in a separate memorandum.
7. All expenses related to this activity shall be charged to Regional/Division MOOE, Local Funds, or PRP 2026 Support Funds, subject to existing accounting and auditing rules and regulations.
8. In line with the 2026 Research Management (RM) Cycle, the Regional and Division TWG/Secretariat members shall visit SDOs and/or schools for dissemination initiatives, capacity-building activities on proposal writing and funding opportunities, and other related research advocacies.
9. For inquiries, please contact the **Policy, Planning, and Research Division (PPRD)**, DepEd Regional Office VII, Government Center, Sudlon, Lahug, Cebu City via email at [pprd.ro7@deped.gov.ph](mailto: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

STJ/FYA/PPRD/MLB/smtc



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