

Republic of the Philippines  
Department of Education  
REGION V - BICOL

REGIONAL MEMORANDUM  
No. **600172**, s. 2024

CALL FOR THE SUBMISSION OF ACTION RESEARCH PAPER PROPOSALS FOR CY 2025 TO  
BE FUNDED BY THE POLICY RESEARCH PROGRAM FUND (FORMERLY BERF)

To: Schools Division Superintendents  
Chiefs of the Functional and Support Divisions (FSDs), this office  
Public Elementary and Secondary School Heads  
Senior Education Program Specialist (SEPS) for Planning and Research  
All Others Concerned

1. To facilitate the advancement of the Department's policy formulation, research agenda, and the execution of policy and program development, the Department of Education is steadfast in fostering and enhancing the research culture within the domain of basic education. This strategic initiative is anchored from the derived evidence-based decision-making, a product of diverse educational reforms, and initiatives aimed at refining research mechanisms.

2. In compliance with DepEd Order No. 16, s. 2017, on the implementation of the Research Management Guidelines (RMG), this office hereby announces the Call for the submission of Action Research Paper Proposals for CY 2025 to all interested and qualified research enthusiasts in this department, to be funded by the PRP Fund.

3. The submission of the Action Research Paper Proposals is now open from February 01, 2024, to July 31, 2024.

3. The submission of the Research Paper Proposal for Action Research requires two (2) copies and must be accompanied by the evaluation rating from the SDRC (Schools Division Research Committee), utilizing Annex 4.b. Guide for Appraising Action Research Proposals outlined in DepEd Order No. 16, s. 2017. Additional supporting documents should be sent to the Policy, Planning, and Research Division (PPRD), representing the Regional Research Committee (RRC) Secretariat. Enclosures 1 and 2 are provided for information and reference purposes.

4. For further details and other concerns relative to this activity, please send an e-mail to [pprd.rov@deped.gov.ph](mailto:pprd.rov@deped.gov.ph).

5. The widest dissemination of this memorandum to all concerned is desired.

  
**GILBERT T. SADSAD**  
Regional Director

Encls. As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

ACTION RESEARCH  
BASIC EDUCATION  
BERF FACILITY  
RESEARCH

PPRD/rovs  
02/15/2024



Regional Center Site, Rawis, Legazpi City 4500

0989 516 9555  
[region5@deped.gov.ph](mailto:region5@deped.gov.ph)



Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD-NAGA**



March 11, 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisor  
Public and Private School Heads  
All Others Concerned

For information, guidance and strict compliance.

  
**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent

DM 31, s.2109 Rider Rev. 01



☐ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur

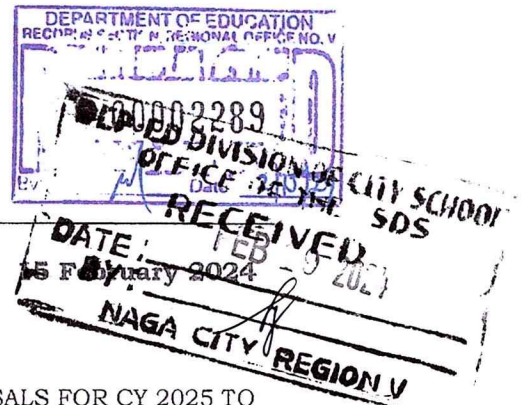
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Republic of the Philippines  
**Department of Education**  
REGION V - BICOL



REGIONAL MEMORANDUM  
No. **000172**, s. 2024

CALL FOR THE SUBMISSION OF ACTION RESEARCH PAPER PROPOSALS FOR CY 2025 TO  
BE FUNDED BY THE POLICY RESEARCH PROGRAM FUND (FORMERLY BERF)

To: Schools Division Superintendents  
Chiefs of the Functional and Support Divisions (FSDs), this office  
Public Elementary and Secondary School Heads  
Senior Education Program Specialist (SEPS) for Planning and Research  
All Others Concerned

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2/19/24  
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**GILBERT T. SADSAD**  
Regional Director

Encls. As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

ACTION RESEARCH  
BASIC EDUCATION  
BERF FACILITY  
RESEARCH

PPRD/hrm  
02/15/2024

24020335  
12 MAR 2024



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555  
[region5@deped.gov.ph](mailto:region5@deped.gov.ph)



Enclosure 1: PREPARATION AND INCLUSION FOR RESEARCH PAPER PROPOSAL

ACTION RESEARCH	
SDS Endorsement	
Annex 1: Research Proposal Application Form and Endorsement of Immediate Supervisor	
Annex 3: Declaration of Anti-Plagiarism and Absence of Conflict of Interest	
Declaration of Absence of Conflict of Interest	
Annex 4.a Individual Schools Division Research Committee (SDRC) Rating	
a. CID Chief	
b. SGOD Chief	
c. SEPS for Planning and Research	
d. Finance Unit	
Body of Research:	
Context and Rationale	
Action Research Questions	
Proposed Innovation, Intervention, and Strategy	
Research Methods:	
a. Participants and/or Other Sources of Data and Information	
b. Data Gathering Methods	
c. Data Analysis Plan	
Work Plan and Timelines	
Cost Estimates	
Plans for Dissemination and Advocacy	
a. Training Design	
b. Work Plan	
c. M&E Tool	
References	
Research Questionnaire/s	
FORMATTING	
Margin	Left side (1.5in) Right side (1.0in) Top and Bottom (1.0in)
Font and Size	Bookman Old Style
Number of Lines per page	23 lines
Paper Size	Short bond paper

24020335  
12 MAR 2024

Enclosure 2: FORMAT FOR THE COST ESTIMATES AND FINANCIAL REPORT

A. COST ESTIMATE FORMAT

ACTIVITY	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT

Descriptions:

- 1. **ACTIVITY:** List of specific activities to conduct in the entire duration of the research activity implementation as reflected in the Work Plan/Gnatt Chart/Timeline.
- 2. **DESCRIPTION:** Write/list the actual purchase/s (supplies and materials, foods, fare for domestic travel etc.)
- 3. **QUANTITY:** Refers to the needed actual number of purchase/s
- 4. **UNIT PRICE:** The actual market price per piece of the purchased item/s
- 5. **TRAVEL:** Support with Travel Order (TO), Certificates of Appearance (CA) and RERs
- 6. **MEALS:** Support with Official Receipts and Attendance Sheet from the end-users/participants and respondents.

B. FINANCIAL REPORT FORMAT

ACTIVITY	CASH-OUT	BALANCE
<i>Sample Computation</i> <b>ACTION RESEARCH</b>		<b>Php 15,000.00</b>
1. Crafting and preparation of the research paper proposal	Php 2,500.00	Php 12, 500.00
2. Travel to RO for the submission of a revised research paper for evaluation	Php 1,000.00	Php 11,500.00

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12 MAR 2024