



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : Schools Division Superintendents
Functional Division Chiefs

FROM : **DIOSDADO M. SAN ANTONIO**
Director IV 11/6/18

SUBJECT : Announcing the Call for Research Proposals for the 4th BERF Cycle

DATE : November 6, 2018

1. This Office through Policy, Planning and Research Division (PPRD) hereby calls for the research proposals for the fourth cycle to be funded by the Basic Education Research Fund.

2. Interested researchers must prepare their research proposals based on the format in Research Management Guidelines (DO 16, s. 2017). Downloadable templates are available through <http://bit.ly/R4aBERFTemplates2018>.

- a. Research Application Form
- b. Action Research Proposal Template
- c. Basic Research Proposal Template
- d. Declaration of Anti-Plagiarism
- e. Declaration of Absence of Conflict of Interest
- f. Cost Estimates Approval Form

3. Researchers must submit a 10-12 paged research proposal (3 hard copies) to the Schools Division Offices c/o the Schools Division Research Committee (SDRC) Secretariat on or before December 10, 2018.

4. Further details is shown in the attached flowchart of BERF submission. Soft copies sent through email will not be accepted. Likewise, hard copies sent to the Regional Office not endorsed by the SDRC will not be accepted.

5. Attached is the flowchart of research proposal submission for reference and guidance.

6. Wide and immediate dissemination of this memorandum is desired.

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FLOWCHART OF RESEARCH PROPOSAL SUBMISSION

