



4 December 2023

Regional Memorandum

PRESENTATION OF PROPOSAL OF BASIC RESEARCH UNDER THE NINTH CYCLE BERF

To **Schools Division Superintendents**

- 1. As a part of the process stipulated in the Research Management Guidelines (DM No. 28, s. 2022), this Office through the Policy, Planning and Research Division (PPRD) will host the Presentation of Proposal of Basic Research Under the Ninth Cycle BERF on December 13, 2023 via MS Teams.
- 2. This activity aims to:
 - a. provide an avenue to researchers to share their research proposals;
 - b. give orientation on the BERF procedures and guidelines relative to fund processing and submission of deliverable; and
 - c. provide technical assistance in research writing based on the Quality Control Checklist (QCC) as highlighted in the DM No. 28, s. 2022.
- 3. The Technical Team is composed of RRC members, Senior Education Program Specialists (SEPSs) for Planning and Research, and RRC Secretariat who are advised to register using the bit.ly/9thCycleRRCnSEPSonly on or before December 11, 2023. The list of the 9th Cycle BERF grantees, registration link for their participation, and other details will be announced in a separate memorandum.
- 4. Expenses relative to the conduct of this activity shall be charged against the BER Fund subject to usual government accounting and auditing rules and regulations.
- 5. Attached are the procedure of presentation, the indicative program of activities, technical working group, and terms of reference. For other concerns, please email pprd.calabarzon@deped.gov.ph or call (02)8682-2114 local 470-471.

6. Immediate and wide dissemination of this Memorandum is earnestly desired.

T. ESCOBARTE, CESO II ATTY. ALBERTO

Regional Director

07/ROP5/ROP1

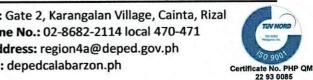
Address: Gate 2, Karangalan Village, Cainta, Rizal Telephone No.: 02-8682-2114 local 470-471

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph









Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

Procedure of Presentation

The following procedures will guide the participants to help ensure smooth flow of the activity:

- 1. The moderator will introduce the panelist/s and researcher/s at the beginning of the presentations.
- 2. The five-minute video presentation will be played based on the prescribed outline and content of presentation.
- 3. The panelist/s will be given five (5) minutes to provide inputs and technical assistance.
- 4. The documenters assigned in each group shall use the prescribed Activity Documentation Report found in bit.ly/ActivityDocumentationReport and submit in Word format to pprd.calabarzon@deped.gov.ph a week after the conduct of the activity.
- 5. The proponents are advised to follow the prescribed outline and content of the presentation below:

Outline	Content	
Title of the Study (1 slide)	Title of the study, researcher/s, affiliation, & Division Office	
Introduction & Rationale (1 slide)	Describe the problem or the issue that inspires the researcher/s to conduct the study use phrases only or keywords	
Key Literature	2-3 relevant studies only	
Research Questions (1-2 slides)	Enumerate the statement of the problem.	
Sampling	Indicate the sampling technique used	
Data Collection	Indicate the various research instruments to be used include data gathering procedures (keywords only)	
Ethical Issues	Indicate how ethical issues will be addresses	
Plan for Data analysis	Indicate the qualitative and/or quantitative treatment and methods to be used in analyzing the data	
Cost Estimates	Indicate the activities that are research-related costs with corresponding amount	
Plans for Dissemination & Advocacy	Identify the activities to be conducted after the conduct of the research	
References (1 slide)	Present relevant references used in the study	
Contact Details (1 slide)	Contact details of the researchers for possible replication of other research enthusiasts and attendees	







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Indicative Program of Activities

Time	Activity	Persons Involved	
9:00-10:00 am	Preliminaries	Audio-visual presentation	
	National Anthem Prayer CALABARZON March DepEd Quality Policy		
	Opening Remarks and	Elino S. Garcia	
	Statement of Purpose	PPRD, OIC Chief	
	Presentation of	Emil O. Reambillo	
	Participants	Administrative Officer II	
	Words of Wisdom and Inspirations	Loida N. Nidea Schools Division Superintendent Officer-In-Charge Office of the Assistant Regional Director Regional Research Committee Chair	
	Inspirational Message	Atty. Alberto T. Escobarte, CESO II Regional Director	
	Virtual Activity Norms	Erick John N. Malabanan Administrative Assistant I	
	Brief Orientation on the Research Management Guidelines	Elino S. Garcia OIC-Chief, PPRD	
	Presentation Mechanics	Jona M. Malonzo Planning Officer III	
10:00-5:00 pm	Presentation Proper		

Members of the Technical Team

Designation	Name	Office
Chairperson	Elino S. Garcia	OIC Chief, PPRD
Co-Chairperson	Jona M. Malonzo	PO III, PPRD
Members		
	Adrian A. Bullo	PO III, PPRD
	Liezel M. Selda	STAT I, PPRD
	Emil O. Reambillo	AO II, PPRD
	Erick John N. Malabanan	ADAS I, PPRD
Panelists	Regional Research Committee (RRC) members	
Moderators		
Documenters	Senior Education Program	
Technical	Specialists (SEPSs) for	
Support	Planning and Research	
Timekeepers		

Terms of Reference

Designation	TOR		
Chairperson	Oversees the over-all conduct of the activity		
Co-	Facilitates the conduct of the activity and coordinates with the		
chairperson	chairperson on the updates of initially assessed research proposals and provide data on the number of initially approved research proposals per schools division office		
Members	Coordinate with the co-chairperson on the logistical requirements, and provide inputs, as necessary		
Panelists	Provide inputs and technical assistance (TA) to the presenters during the proposal presentation		
Moderators	Facilitate the parallel sessions. Look for personnel that would provide technical support		
Documenters	Document the virtual activity, especially during the provision of		
	TA to the presenters, and submit the Activity Documentation Report to PPRD via email		
Technical	Ensures continuity of the video presentation once played based		
Support	on the time allotment.		
Timekeepers	Ensure strict compliance of time allotted for the presentation and provision of TA		