

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

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](https://bit.ly/9thCycleRRCnSEPSonly)** on or before **December 11, 2023**. The list of the 9<sup>th</sup> 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](mailto:pprd.calabarzon@deped.gov.ph) or call (02)8682-2114 local 470-471.
6. Immediate and wide dissemination of this Memorandum is earnestly desired.

07/ROP5/ROP1

**ATTY. ALBERTO T. ESCOBARTE, CESO II**

  
Regional Director



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Certificate No. PHP QMS  
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**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](https://bit.ly/ActivityDocumentationReport) and submit in Word format to [pprd.calabarzon@deped.gov.ph](mailto: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 <b>use phrases only or keywords</b>
Key Literature	<b>2-3 relevant studies only</b>
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 ( <b>keywords only</b> )
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

### 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 Statement of Purpose	
	Presentation of Participants	<b>Elino S. Garcia</b> PPRD, OIC Chief
	Words of Wisdom and Inspirations	<b>Emil O. Reambillo</b> Administrative Officer II
		<b>Loida N. Nidea</b> Schools Division Superintendent Officer-In-Charge Office of the Assistant Regional Director Regional Research Committee Chair
		<b>Atty. Alberto T. Escobarte, CESO II</b> Regional Director
	Inspirational Message	<b>Erick John N. Malabanan</b> Administrative Assistant I
	Virtual Activity Norms	
10:00-5:00 pm	Brief Orientation on the Research Management Guidelines	<b>Elino S. Garcia</b> OIC-Chief, PPRD
	Presentation Mechanics	<b>Jona M. Malonzo</b> Planning Officer III
	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	Senior Education Program Specialists (SEPSs) for Planning and Research	
Documenters		
Technical Support		
Timekeepers		



### Terms of Reference

<b>Designation</b>	<b>TOR</b>
Chairperson	Oversees the over-all conduct of the activity
Co-chairperson	Facilitates the conduct of the activity and coordinates with the 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 Support	Ensures continuity of the video presentation once played based on the time allotment.
Timekeepers	Ensure strict compliance of time allotted for the presentation and provision of TA