28 March 2025

Regional Memorandum
No. 254 s. 2025

PROPOSAL PRESENTATION OF RESEARCH UNDER THE 10th CYCLE BASIC EDUCATION RESEARCH FUND (BERF)

To   **School Division Superintendents**

1. In relation to the Evaluation of the 10th Cycle Basic Education Research Fund (BERF) Research Proposals conducted and in compliance with DepEd Order No. 16, s. 2017 guidelines this Office through the Policy, Planning, and Research Division (PPRD) shall conduct the **Proposal Presentation of Research under the 10th Cycle BERF** on **April 8 and 10, 2025** via **MS Teams**.

2. This activity aims to achieve the following:

   a. Provide an avenue for 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 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. There shall be an online coordination meeting of all technical working committees on Friday, April 04, 2025. Link will be provided via official group chat.

4. The list of the 10th Cycle BERF grantees, registration link for their participation, and other details shall be announced in a separate communication.

5. Expenses of the regional personnel related to the conduct of this activity shall be charged against the BERF Fund subject to the usual government accounting and auditing rules and regulations.
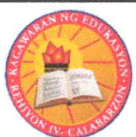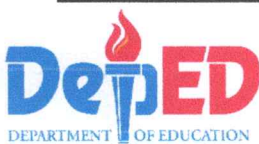
6. Attached are the procedure of presentation, indicative program of activities, technical working group, and terms of reference. For other concerns, you may contact Mr. Lorenzo Ruiz C. Costo, Education Program Specialist II through email pprd.calabarzon@deped.gov.ph or call (02)8682-2114 local 470-471.

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

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

07/ROP6/ROP1

PRESENTATION PROCEDURE

BEFORE THE PRESENTATION

1. Prepare Your Content

    a. Clearly define your research problem, objectives, methodology, expected outcomes, and significance.

    b. Structure your slides effectively

        1. **Title of the Study (1 Slide)**
            - *Clearly state the research title.*
            - *Include the name(s) of the researcher(s), institutional affiliation, and division office.*

        2. **Introduction & Rationale (1 Slide)**
            - *Briefly describe the research problem or issue that motivated the study.*
            - *Use concise phrases or keywords to highlight its significance.*

        3. **Key Literature (1-2 Slides)**
            - *Summarize 2-3 relevant studies that support the research.*
            - *Highlight key findings and their relevance to the current study.*

        4. **Research Questions (1 Slide)**
            - *Clearly enumerate the statement of the problem.*
            - *Ensure research questions align with the study's objectives.*

        5. **Sampling (1 Slide)**
            - *Specify the sampling technique used (e.g., random, stratified, purposive).*
            - *Justify the choice of the sampling method.*

        6. **Data Collection (1-2 Slides)**
            - *List the research instruments (e.g., surveys, interviews, observations).*
            - *Summarize the data-gathering procedures using concise keywords.*

        7. **Ethical Considerations (1 Slide)**
            - *Outline measures to address ethical concerns (e.g., informed consent, confidentiality, data security).*

        8. **Data Analysis Plan (1 Slide)**

- Specify whether qualitative, quantitative, or mixed methods will be used.
- Briefly describe key analytical techniques (e.g., thematic analysis, statistical tests).

9. **Cost Estimates (1 Slide)**
   - Present a breakdown of research-related costs with corresponding amounts.
   - Classify expenses where applicable (e.g., materials, participant incentives).

10. **Plans for Dissemination & Advocacy (1-2 Slides)**
    - Identify strategies for sharing findings (e.g., conferences, publications, workshops).
    - Outline plans for advocacy or policy recommendations if applicable.

11. **References (1 Slide)**
    - List relevant sources in APA format to ensure proper citation.

12. **Contact Details (1 Slide)**
    - Provide the researcher(s)' contact information for collaboration or further inquiries.
    - Optionally, include institutional email addresses or professional social media links.

2. Design an Engaging Slide Deck.
   a. Use professional, clean, and readable slide templates.
   b. Keep text minimal—use bullet points, visuals, and graphs.
   c. Ensure consistency in font style, color scheme, and slide transitions.
   d. Include your name, institution, and contact details in the last slide.

3. Set Up Your Tech & Environment
   a. Choose a stable and quiet location with a professional background.
   b. Test your internet connection, microphone, camera, and presentation software.
   c. Have a backup copy of your slides (PDF, cloud storage, or email).
   d. If using videos or animations, test them in the online meeting platform.

DURING THE PRESENTATION

4. Start Strong and Engage to your Audience
   a. The moderator will introduce the panelist/s and researcher/s at the beginning of the presentation.

   b. Greet everyone and re-introduce yourself confidently.

5. Deliver with Clarity & Confidence

   a. The five-minute video presentation will be played based on the prescribed outline and content of the presentation.

   b. The panelists will be given five (5) minutes to provide input and technical assistance.

   c. 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.

6. Handle Questions Professionally

   a. Listen carefully to each question before answering.

   b. If unclear, ask the participant to repeat or clarify.

   c. Answer concisely and refer to evidence or slides when necessary.

   d. If you don't know an answer, acknowledge it and suggest further research.

AFTER THE PRESENTATION

7. Follow Up on Questions & Feedback

   a. Thank the panel for their time and valuable feedback.

   b. Take note of key comments to improve your proposal.

8. Self-Review and Improvement

   a. Continue refining your proposal based on feedback received.

   b. Seek feedback from panelists to refine your skills.

   c. If allowed, ask on how you can further contact your panelist if there are issues and concerns that may arise while working on your research.

INDICATIVE PROGRAM OF ACTIVITIES

DAY 1 April 08, 2025		
TIME	**ACTIVITY**	**PERSONS INVOLVED**
09:00-10:00 am	*PRELIMINARIES* National Anthem Prayer CALABARZON March DepEd Quality Policy Statement	Audio-Visual presentation
	Opening Remarks and Statement of Purpose	**Elino S. Garcia** *Chief Education Supervisor, PPRD*
	Presentation of Participants	**Emil O. Reambillo** *Administrative Officer II*
	Words of Wisdom and Inspirations	**Loida N. Nidea** *Assistant Regional Director Regional Research Committee Chair*
	Inspirational Message	**Atty. Alberto T. Escobarte, CESO II** *Regional Director*
	Virtual Activity Norms	**Jona M. Malonzo** *Planning Officer III*
	Brief Orientation on the Research Management Guidelines	**Elino S. Garcia** *Chief Education Supervisor, PPRD*
	Presentation Mechanics	**Lorenzo Ruiz C. Costo** *Education Program Specialist II*
10:00-12:00 nn	Proposal Presentation Proper	
12:00-01:00 pm	Lunch Break	
01:00-05:00 pm	Continuation of Proposal Presentation	
DAY 2 April 10, 2025		
TIME	**ACTIVITY**	**PERSONS INVOLVED**
08:00-08:30 am	Nationalistic Song Prayer	Audio-Visual presentation
08:30-12:00 nn	Proposal Presentation Proper	
12:00-01:00 pm	Lunch Break	
01:00-04:30 pm	Continuation of Proposal Presentation	
04:30-05:00 pm	Awarding of Certificates and Closing Program	

TECHNICAL WORKING TEAM

DESIGNATION	NAME	DESIGNATION/OFFICE
Chairperson	Elino S. Garcia	*Chief Education Supervisor, PPRD*
Co-Chairperson	Lorenzo Ruiz C. Costo	*Education Program Specialist II, PPRD*
Members	Randie B. Atienza	*Education Program Supervisor, PPRD*
	Adrian A. Bullo	*Planning Officer III, PPRD*
	Jona M. Malonzo	*Planning Officer III, PPRD*
	Liezel M. Selda	*Statistician I, PPRD*
	Emil O. Reambillo	*Administrative Officer II, PPRD*
	Erick John N. Malabanan	*Administrative Assistant I, PPRD*
Panelists	**Group 1**	
	Viernalyn Nama	*Chief Education Supervisor, CLMD*
	Louiesito Erni	*Education Program Supervisor, CLMD*
	Eugenio Adrao	*Education Program Supervisor, FTAD*
	Gilbert Cruz (observer)	*Regional Coordinator, CLMD*
	Group 2	
	Eduarda Zapanta	*Chief Education Supervisor, ESSD*
	Ramil Ginete	*Education Program Supervisor, ESSD*
	Donna Lago	*Education Program Supervisor, HRDD*
	Aira Soberano (observer)	*Nutritionist-Dietician II, ESSD*
	Group 3	
	Michael Girard Alba	*Chief Education Supervisor, FTAD*
	Andrea Maybel Abrencillo	*Education Program Supervisor, FTAD*
	Emelia Aytona	*Education Program Supervisor, QAD*
	Lorenzo Ruiz Costo	*Education Program Specialist II, PPRD*
	Group 4	
	Luz Osmeña	*Chief Education Supervisor, QAD*
	Loida Tomelden	*Education Program Supervisor, QAD*
	Nancy Dizon	*Supervising Administrative Officer, FIN*
	Reymund Ferry (observer)	*Education Program Supervisor, QAD*
	Group 5	
	Jisela Ulpina	*OIC-Chief Education Supervisor, HRDD*
	Mark Anthony Malonzo	*Senior Education Program Specialist, HRDD*
	Lourdes Manimtim	*Education Program Supervisor, QAD*
	Colleen Marhey Lacuesta (observer)	*Education Program Specialist II, HRDD*
	Group 6	
	Elino Garcia	*Chief Education Supervisor, PPRD*
	Randie Atienza	*Education Program Supervisor, PPRD*
	Nadina Gaton	*Education Program Supervisor, HRDD*
	Group 1	
Moderator	Meniano D. Ebora	*Senior Education Program Specialist, Batangas City*
Documenter	May Anne Joy D. Romanes	*Senior Education Program Specialist, Cavite Province*

Technical Support	Jeffrey A. Astillero	*Senior Education Program Specialist, Cabuyao City*
Timekeeper	Annaliza T. Fernandez	*Education Program Supervisor SGOD, Cavite City*
Moderator	Meniano D. Ebora	*Senior Education Program Specialist, Batangas City*
	Group 2	
Moderator	Rey Uriel Domalaon	*Senior Education Program Specialist, Lipa City*
Documenter	Rodrigo S. Castillo	*Senior Education Program Specialist, Batangas Province*
Technical Support	Bonifacio B. Lagura Jr.	*Senior Education Program Specialist, Sta. Rosa City*
Timekeeper	Jona M. Malonzo	*Planning Officer III, RO-PPRD*
Moderator	Rey Uriel Domalaon	*Senior Education Program Specialist, Lipa City*
	Group 3	
Moderator	Analiza G. Soriano	*Senior Education Program Specialist, Rizal Province*
Documenter	Badit Tales	*Senior Education Program Specialist, Quezon Province*
Technical Support	Emil Reambillo	*Administrative Officer II, RO-PPRD*
Timekeeper	Maria Rosario Lissa C. Ticzon	*Senior Education Program Specialist, San Pablo City*
	Group 4	
Moderator	Alfonso L. Abogado	*Senior Education Program Specialist, Antipolo City*
Documenter	Janet G. Villaroya	*Education Program Supervisor SGOD,, Bacoor City*
Technical Support	Dexter M. Palanas	*Senior Education Program Specialist, Calamba City*
Timekeeper	Maria Liza M. Faustino	*Senior Education Program Specialist, Tanauan City*
	Group 5	
Moderator	Regicelle D. Cabaysa	*OIC Senior Education Program Specialist, Tayabas City*
Documenter	Dennis S. Agudo	*Senior Education Program Specialist, Sto. Tomas City*
Technical Support	Karen Lynn G. Macawile	*Senior Education Program Specialist, Dasmariñas City*
Timekeeper	Mary Cleire D. Miguel	*Senior Education Program Specialist, Lucena City*
	Group 6	
Moderator	Jenielyn A. Sadang	*Senior Education Program Specialist, Imus City*
Documenter	Theresa Yemma A. Calubag	*Senior Education Program Specialist, General Trias City*
Technical Support	Adrian A. Bullo	*Planning Officer III, RO-PPRD*
Timekeeper	Arvie Celeste M. Rubio	*Senior Education Program Specialist,, Laguna Province*

TERMS OF REFERENCE

DESIGNATION	TOR
Chairperson	Oversee 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 provides data on the number of initially approved research proposals per school's 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 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