



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

13 Jan 2026

**DIVISION MEMORANDUM**

SGOD-2026-012

**CALL FOR SUBMISSION OF FY 2026 NON-BASIC EDUCATION RESEARCH FUND (BERF) AND 2027 BASIC EDUCATION RESEARCH FUND (BERF) PROPOSALS AND TIMELINE ON THE CONDUCT OF RESEARCH CONGRESS AT ALL LEVELS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, education Program Supervisors  
Public Schools District Supervisors, District Principal In-Charge  
Schools Heads of Selected School  
Other Concerned  
This Division

1. Aligned with the goals of the Department to strengthen research culture and manage research initiatives at all levels as stipulated in DepEd Order No. 16, s. 2017, the School Governance and Operations Division Planning and Research Section announces the Call for Submission of FY 2026 Non-Basic Education Research Fund (BERF) and 2027 Basic Education Research Fund (BERF) Proposals and Timeline on the Conduct of Research Congress at all Levels as follows;

<b>Level of Congress</b>	<b>Date</b>	<b>Venue</b>	<b>Responsible Person/s</b>
School	January-March 2026	School	School head/ School Research Coordinators
2025 Regional	March 12-13, 2026	The Farm, Carpenter Hill, Koronadal City	RRC Qualifiers/ SDRC-PRS
District/ Municipal/	April-June 2026	TBA	District Head/ District Research Coordinators
Division	July 31, 2026	TBA	SDRC/ Planning and Research



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			Section
November 30, 2026	2027 Basic Education Research Fund (BERF) Proposals		School Head
2026 Regional	Last quarter	TBA	RRC Qualifiers/ SDRC-PRS

2. All expenses related to this activity are chargeable against division and school MOOE subject to usual accounting and auditing procedures.
3. Enclosed are the General Guidelines, Unified Template for Research Proposals and Completed Research, Guide in Appraisal of Research Proposals and Rubrics in Judging.
4. For inquiries, contact Mr. Felipe B. Tuyogon, Jr. at 09229762957.
5. For your information and guidance.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

**RESEARCH OR STUDIES**

Adriano A. Daligdig/SGOD/MLA – call for submission of fy 2026 non-basic education research fund (berf) and 2027 basic education research fund (berf) proposals and timeline on the conduct of research congress at all levels  
0037/January 13, 2026



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**Enclosure No. 1 General Guidelines**

1. The research proposals must be submitted **ONLINE** in **electronic copies** (PDF format) following the specifications below:
  - a Research Title: Bookman Old Style Size 11, Bold
  - b Paper Size: A4
  - c Margin: Left (1.5 inches), Top, Bottom, Right Margin (1 inch)
  - d Text Font: Bookman Old Style, Size 11
  - e Spacing: 1.5
2. The research proposals must adhere to the following template:
  - I. Context and Rationale
  - II. Innovation, Intervention, or Strategy
  - III. Action Research Questions
  - IV. Action Research Methods
    - A. Research Design
    - B. Sample/Participant and/or other sources of data and information
    - C. Data gathering methods
    - D. Data analysis techniques
  - V. Action Research Workplan and Timelines
  - VI. Cost Estimates
  - VII. Plans for Dissemination and Utilization
  - VIII. References
3. Research proposals must also include the annexes which must be accomplished in full (including signature/s as applicable):
  - Annex 1: Research Proposal Application Form
  - Annex 2: Endorsement of Immediate Supervisor
  - Annex 3: Declaration of Anti-Plagiarism
  - Annex 4: Declaration of Absence of Conflict of Interest



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**Enclosure 2: Annexes/Proforma**

**RESEARCH PROPOSAL APPLICATION FORM**

**A. RESEARCH INFORMATION**

<b>RESEARCH TITLE</b>	
<b>SHORT DESCRIPTION OF THE RESEARCH</b>	
<b>RESEARCH CATEGORY (check only one)</b>  <ul style="list-style-type: none"><li><input type="radio"/> National</li><li><input type="radio"/> Region</li><li><input type="radio"/> Schools Division</li><li><input type="radio"/> District</li><li><input type="radio"/> School</li></ul>	<b>RESEARCH AGENDA CATEGORY (check <u>only one</u> main research theme)</b>  <ul style="list-style-type: none"><li><input type="radio"/> Teaching and Learning</li><li><input type="radio"/> Child Protection</li><li><input type="radio"/> Human Resource Development</li><li><input type="radio"/> Governance</li></ul> <b>(check <u>up to one</u> cross-cutting theme, if applicable)</b>  <ul style="list-style-type: none"><li><input type="radio"/> DRRM</li><li><input type="radio"/> Gender and Development</li><li><input type="radio"/> Inclusive Education</li><li><input type="radio"/> Others (please specify): _____</li></ul>
<b>FUND SOURCE (e.g. BERF, SEF, others)*</b>	<b>AMOUNT</b>
*indicate also if the proponent will use personal funds	
<b>TOTAL AMOUNT</b>	



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**B. PROPONENT INFORMATION**

LEAD PROPONENT/INDIVIDUAL PROPONENT

<b>LAST NAME:</b>	<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>
<b>BIRTHDATE:</b> (MM/DD/YYYY)	<b>SEX:</b>	<b>POSITION/ DESIGNATION:</b>
<b>REGION/DIVISION/SCHOOL</b> (whichever is applicable)		
<b>CONTACT NUMBER 1:</b>	<b>CONTACT NUMBER 2:</b>	<b>EMAIL ADDRESS:</b>
<b>EDUCATIONAL ATTAINMENT (DEGREE TITLE)</b> enumerate from Bachelor's degree up to doctorate degree	<b>TITLE OF THESIS/RELATED RESEARCH PROJECT</b>	
<b>SIGNATURE OF PROPONENT:</b>		



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**PROPOSER 2**

<b>LAST NAME:</b>	<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>
<b>BIRTHDATE:</b> (MM/DD/YYYY)	<b>SEX:</b>	<b>POSITION/ DESIGNATION:</b>
<b>REGION/DIVISION/SCHOOL</b> (whichever is applicable)		
<b>CONTACT NUMBER 1:</b>	<b>CONTACT NUMBER 2:</b>	<b>EMAIL ADDRESS:</b>
<b>EDUCATIONAL ATTAINMENT (DEGREE TITLE)</b> enumerate from Bachelor's degree up to doctorate degree	<b>TITLE OF THESIS/RELATED RESEARCH PROJECT</b>	
<b>SIGNATURE OF PROPOSER:</b>		



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**PROPOSER 3**

<b>LAST NAME:</b>	<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>
<b>BIRTHDATE:</b> (MM/DD/YYYY)	<b>SEX:</b>	<b>POSITION/ DESIGNATION:</b>
<b>REGION/DIVISION/SCHOOL (whichever is applicable)</b>		
<b>CONTACT NUMBER 1:</b>	<b>CONTACT NUMBER 2:</b>	<b>EMAIL ADDRESS:</b>
<b>EDUCATIONAL ATTAINMENT (DEGREE TITLE) enumerate from Bachelor's degree up to doctorate degree</b>	<b>TITLE OF THESIS/RELATED RESEARCH PROJECT</b>	
<b>SIGNATURE OF PROPOSER:</b>		



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**Annex 2**

**IMMEDIATE SUPERVISOR'S CONFORME**

I hereby endorse the attached research proposal. I certify that the proponent/s has/have the capacity to implement a research study without compromising his/her office functions.

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Name and Signature of Immediate Supervisor

Position/Designation: \_\_\_\_\_

Date: \_\_\_\_\_

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**Annex 3**

**DECLARATION OF ANTI-PLAGIARISM**

1. I, \_\_\_\_\_, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of their work without proper acknowledgment and reference.
2. I hereby attest to the originality of this research proposal and have cited properly all the references used. I further commit that all deliverables and the final research study emanating from this proposal shall be of original content. I shall use appropriate citations in referencing other works from various sources.
3. I understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and (insert grant mechanism).

Proponent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Proponent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Proponent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**Annex 4**

**DECLARATION OF ABSENCE OF CONFLICT OF INTEREST**

1. I, \_\_\_\_\_, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise my judgment in evaluating, conducting, or reporting research.
2. I hereby declare that I do not have any personal conflict of interest that may arise from my application and submission of my research proposal. I understand that my research proposal may be returned to me if found out that there is conflict of interest during the initial screening as per Research Management Guidelines.
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my research, I will duly report it to the research committee for immediate action.
4. I understand that I may be held accountable by the Department of Education for any conflict of interest which I have intentionally concealed.

Proponent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Proponent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Proponent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**Enclosure 2: Completed Action Research**

**COMPLETED ACTION RESEARCH REVIEW SHEET**

\_\_\_\_\_  
(Title of Research)

Theme/Category:

Proponent/s

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of School/District

\_\_\_\_\_

**EDITED BY:**

SCHOOL RESEARCH COMMITTEE

\_\_\_\_\_  
Name & Signature of  
School Research Coordinator

\_\_\_\_\_  
Name & Signature of  
School Head

**REVIEWED BY:**

DISTRICT RESEARCH COMMITTEE

\_\_\_\_\_  
Name & Signature of  
District Research Coordinator

\_\_\_\_\_  
Name & Signature of  
District Head



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**SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)**

**FELIPE B. TUYOGON, JR.**  
SEPS-Planning & Research  
Secretariat

**REVIEWED BY:**  
(*Theme/Category In-charge- only 1 signatory*)

**JOHN JERSON P. CONSTANTINO**  
Education Program Supervisor  
Theme 1-A

**REYNALDO C. TAGALA**  
Education Program Supervisor  
Theme 1-B

**AURELIO C. CAGANG**  
Education Program Supervisor  
Theme 2 Child Protection

**MADINA LOGUIOMAN**  
Education Program Specialist II  
Theme 3 Human Resource Development

**ROMEO L. MARTIN**  
Senior Education Program Specialist  
Theme 4 Governance

**ANNALIZA A. DOMINGO**  
Education Program Supervisor  
Mga Pananaliksik na Naisulat sa Filipino

Recommending Approval:

**MA. SHIRLEY M. CARDINAL**  
Chief Education Supervisor- SGOD

Approved:

**ATTY. NELYN B. FRINAL, CESO VI**  
Assistant Schools Division Superintendent

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**CERTIFICATE OF ACCEPTANCE AND COMPLETION**

This is to certify that the **(Research Title)** conducted by **(Name of Researcher/s)** of **(Name of School/ District)** has been completed on **(date of completion)** and has been utilized at the school level to improve teaching-learning systems and processes.

Upon the recommendation of the School, District, and Schools Division Research Committee, the research mentioned above is now accepted and approved.

Given this \_\_\_\_ day of \_\_\_\_\_ 202\_ at Alabel, Sarangani Province.

**RUTH L. ESTACIO Ph.D. CESO V**  
Schools Division Superintendent



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**MANUSCRIPT TEMPLATE FOR COMPLETED ACTION RESEARCH**

**A. General Instruction:**

Font style: Bookman Old style      Font size: 11  
Spacing: 1.5      Margin: 1  
Header: Division Header with Name of School  
Footer: D-RAFT template with page number  
Paper size: A4

**Title Page**

**Abstract**

A summary of your study of not more than 200 words covers brief background, purpose/objectives of the study, the methodology used, key results, and conclusions.

**Acknowledgment**

Includes persons/ entity that contributes to the completion of the research.

**I. Context and Rationale**

The introduction should give a brief background and rationale of the study.

Citations should be in this format, APA style

**II. Action Research Questions**

This section should identify the objectives or research questions of the study.

**III. Innovation, Intervention, and Strategy**

This section should determine the innovation, intervention, and strategy of the study.

**IV. Action Research Methods**

This section should discuss the Participants/Sources of Data and Information, Data Gathering Methods, Instruments/Tools, Data Analysis and Interpretation.

**V. Discussion of Results Findings**

Results should be discussed thoroughly but concisely in this section with figures and tables whenever necessary. Tables should follow APA 7th edition citation and formatting.

**VI. Reflection/Conclusion And Recommendation**

**VII. References**

APA style (Adamo, 1980; Chen and Hwang, 1992; Tan et al., 2005). They should be listed at the end of the paper in Alphabetical Order.

**VIII. Action Plan and Timeline**

This section must discuss the action plan and timeline. Tables should follow APA 7 edition citation and formatting

**Appendices:**

- (Samples of Answered questionnaires (optional), evidence of data gathered, etc.
- Plagiarism Checker Result



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**Enclosure 3 GUIDE FOR APPRAISING ACTION RESEARCH PROPOSALS**

Main Criteria	Sub-Criteria	Increasing Levels of Quality and their Descriptions (Low to High)				Score
Rationale of the Action Research (30 points)	Context (15)	Not described (no points)	The action research proposal presents a general description of the problem or issue as its focus of inquiry. (8 points)	The educational relevance and timeliness of the problem or issue are shown. The need to conduct action research as a way to address or improve the situation is explained (12 points)	The nature, extent, and salience of the identified problem or issue are comprehensively discussed. Different aspects of the action research setting are elaborated showing in depth and critical analysis of the situation. (15 points)	
	Proposed Intervention, Innovation, Strategy (15)	Not presented (no points)	The action research proposal mentions an intervention, innovation, or strategy to be tried out to address the problem or issue. (8 points)	The proposal outlines when and where the intervention or strategy will be undertaken, and who will be involved. Activities to be taken	The rationale, extent, and limitation of the intervention, innovation, or strategy, are explained in detail. Its plausibility as a way to address the problem or issue is given support. (15 points)	



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				are stated. (12 points)	points)	
Action Research Question(s)  30 points		Not stated (no points)	The action research proposal has a stated aim, objective, or general research question(s)(15 points)	The research questions specify the action research variables or the focus of inquiry. Key elements of the research questions are reflected in the title of the proposal. (25 points)	The research questions logically proceed from the context of the inquiry. It clearly relates to the identified problem or issue, and conveys the desired change or improvement.	
Action Research Methods  (30 points)	Participants and/or other Sources of Data and Information  (10)	Not stated (no points)	The action research proposal states that target participants and or other sources of data and information (ex. Learners, teachers, documents, realia, learner's products, others) (5 points)	Details are provided about the target participant (ex. Number, characteristic, sampling procedure, if any) and/or other sources of data and information. Clear rationale for their inclusion in the study is given. (10 points)		
	Data Gathering Method(s)	Not described (no)	The action research proposal			



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	(15) points)			
	Data Analysis Plan (10)	Not stated (no points)	The action research proposal	
Action Research Work Plan and Timelines (5 points)	Not included (no points)	The action research proposal		
Cost Estimates (5 points)	Not included (no points)	The action research proposal		
<b>Total Score</b>				
Remarks				

Prepared by:

**SEPS for Planning and Research**

Noted by:

**Assistant Schools Division Superintendent  
Division Research Committee Chairperson**



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**Enclosure 4: Rubrics for Judging**

**2026 SCHOOL/DISTRICT/MUNICIPAL/ DIVISION RESEARCH CONGRESS  
GUIDELINES**

1. The research congress is open to all teaching, non-teaching, teaching related personnel, research practitioners and enthusiasts in the Department of Education Sarangani Province.

2. With the theme, **“Sustaining Quality Education Through Research Innovation 3.0”** the congress shall focus on showcasing Educational Basic and Action Research conducted in the school, district and division level to address problems related to access, quality, and governance of basic education focusing on the following themes based on the National Basic Education Research Agenda (BERA) - Theme 1: Teaching and Learning; Theme 2: Child Protection; Theme 3: Human Resource Development; and Theme 4: Governance cum Cross-cutting Themes on Disaster Risk Reduction Management (DRRM), Inclusive Education & Gender and Development (GAD).

3. For the Poster Category, each presenter shall observe the following:

**B. Poster Presentation (Action Research)**

- Title
- Abstract (not more than 200 words)
- Major Parts:
  - I. Context and Rationale
  - II. Action Research Questions
  - III. Innovation, Intervention, and Strategy
  - IV. Action Research Methodology
    - a. Research Method
    - b. Participants and/or Other Sources of Data and Information
    - c. Data Gathering Method
    - d. Data Analysis Techniques
  - V. Discussion of Results Reflection (Qualitative Research) or Conclusion and Recommendation (Quantitative Research)
  - VI. References (APA Style 7th Ed.)

4. Presenters for the Poster Category shall adhere to the following guidelines:

- a) Use a vertical (portrait) layout that is 48x36 inches.
- b) Use “Arial” font style, and the font size is not less than “18.”
- c) The Poster should include the following:
  - Title
  - Abstract
  - Context and Rationale
  - Action Research Questions/Objectives
  - Innovation, Intervention, and Strategy
  - Action Research Methods
  - Discussion of Results



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- Reflection (Qualitative Research)/Conclusion and Recommendation (Quantitative Research)
- References (APA Style 7th Ed.)

d) Participants shall prepare the stand. It shall be displayed in the designated area on the scheduled date of the Poster Presentation.

5. The set of Rubrics for Judging the Best Paper per strand for poster presentation category is presented as follows:

**A. RUBRICS IN JUDGING FOR BEST POSTER PRESENTATION**

CRITERIA	INDICATORS	RATING		
		Excellent	Good	Fair
<b>Part I. Poster Display (20%)</b>				
First Impression (5%)	<ul style="list-style-type: none"> <li>• The color schemes used, are easy on the eye           <ul style="list-style-type: none"> <li>• The font size or style is easily readable.</li> <li>• The poster stimulates interest and discussion.</li> </ul> </li> </ul>	All the 3 indicators are excellent. (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.)	Only 1 indicator is excellent; others are either good or fair. (3 pts.)
Layout (10%)	<ul style="list-style-type: none"> <li>• It is easy to follow the sequence in the poster.           <ul style="list-style-type: none"> <li>• There is a good flow of information (logical layout of information).</li> <li>• The lay-out is appropriate.</li> </ul> </li> </ul>	All the 3 indicators are excellent. (10 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.)	Only 1 indicator are excellent; others are either good or fair. (8 pts.)
Writing Mechanics (5%)	<ul style="list-style-type: none"> <li>• It observes correct usage of grammar.</li> <li>• It observes correct spelling.</li> <li>• The sentences are short, clear, and free of necessary jargon.</li> </ul>	All the 3 indicators are excellent. (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.)	Only 1 indicator are excellent; others are either good or fair. (3 pts.)



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Title (5%)	<ul style="list-style-type: none"><li>• The title is specific/appropriate.</li><li>• It captures the essence (purpose, scope, and respondents of the study) of the research.</li><li>• The title accurately portrays what the paper is about.</li></ul>	All the 3 indicators are excellent. (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.) indicator is excellent; others are either good or fair.	Only 1 indicator is excellent; others are either good or fair . (3 pts.)
Abstract (5%)	<ul style="list-style-type: none"><li>• The research purpose is clearly stated.</li><li>• The methodology is presented well.</li><li>• The general findings are summarized as well as reflection/conclusion and recommendation</li></ul>	All the 3 indicators are excellent. (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.)	Only 1 indicator is excellent; others are either good or fair. (3 pts.)
Context & Rationale (10%)	<ul style="list-style-type: none"><li>• The background of the study is well-presented.</li><li>• The general purpose of the study is discussed comprehensively.</li><li>• There are at least five related literature and studies cited.</li></ul>	All the 3 indicators are excellent. (10 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.)	Only 1 indicator is excellent; others are either good or fair. (8 pts.)
Research Questions/ Objectives (5%)	<ul style="list-style-type: none"><li>• They are clearly stated.</li><li>• They are aligned with the research title.</li><li>• The research questions are contextualized by the proponent.</li></ul>	. All the 3 indicators are excellent. (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.)	Only 1 indicator is excellent; others are either good or fair. (3 pts.)



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Intervention, Innovation & Strategy (IIS) (10%)	<ul style="list-style-type: none"> <li>It clearly describes the IIS being initiated.</li> <li>The IIS is aligned and appropriate to the identified problem being undertaken.</li> <li>The concepts should be straight to the point and focus on essential aspects only.</li> </ul>	All the 3 indicators are excellent. (10 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.)	Only 1 indicator is excellent; others are either good or fair. (8 pts.)
Methodology (10%)	<ul style="list-style-type: none"> <li>The research design is appropriate and there is an explanation why it is chosen.</li> <li>There is a mention of data collection tools and data analysis techniques to be used; they are appropriate for the type of data collected.</li> <li>It uses appropriate sampling techniques.</li> </ul>	All the 3 indicators are excellent. (10 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (9 pts.)	Only 1 indicator is excellent; others are either good or fair. (8 pts.)
Discussion of Results (15%)	<ul style="list-style-type: none"> <li>The graphs, tables and figures are clearly well-labelled.</li> <li>The results are well- presented.</li> <li>The data are analyzed using appropriate statistical tool.</li> </ul>	All the 3 indicators are excellent. (15 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (12 pts.)	Only 1 indicator is excellent; others are either good or fair. (10 pts.)
Reflection/Conclusion & Recommendation (10%)	<ul style="list-style-type: none"> <li>The study has addressed any policy issue.</li> <li>The reflection/conclusion answers the research questions and aligned with the findings.</li> <li>The reflection/recommendations offer concrete solutions to the problems of the</li> </ul>	All the 3 indicators are excellent. (10 pts.)	Only 2 indicators are excellent; 2 indicators are either good or fair. (9 pts.)	Only 1 indicator is excellent; others are either good or fair. (8 pts.)



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	study. excellent.			
Scientific Content (5%)	<ul style="list-style-type: none"><li>• The study puts broader context/justification for research.</li><li>• The study discusses in a simple but concise manner.</li><li>• It is supported by sufficient related studies.</li></ul>	All the 3 indicators are excellent. (5 pts.)	Only 2 indicators are excellent; 1 indicator is either good or fair. (4 pts.)	Only 1 indicator is excellent; others are either good or fair. (3 pts.)
References (5%)	<p>It observes in-text referencing.</p> <ul style="list-style-type: none"><li>• It observes proper citation.</li><li>• They are of varied sources.</li></ul>	All the 3 indicators are excellent. (5 pts.)	<p>Only 2 indicator is excellent; 1 indicator is either good or fair. (4 pts.)</p> <p>Only 1 indicator is excellent; others are either good or fair. (3 pts.)</p>	<p>Only 1 indicator is excellent; others are either good or fair. (3 pts.)</p>