**What is BERF?**

**Basic Education Research Fund**

* to **provide guidance in managing research initiatives in the national, regional, schools division, and school levels.** The also improves support mechanisms for research such as funding, partnerships, and capacity building.
* It is **built on the gains in evidence-based decision-making** from various education reforms or initiatives **to strengthen the culture of research in the Department**.

**Who are qualified proponents?**

**(for BERF)**

**1.Regular/Permanent teaching and non-teaching personnel of DepEd.**

**2. Ages 21-60 years old.**

**3. Salary grade of at least 11.4. proponent should have no**

**4. pending administrative case.**

**5. A research proponent can only avail the grant once a year.**

**6. The maximum team research members shall not exceed three.**

**What are the requirements**

* **1**. Project proposals must have an **Aerial font style** and **10 font size**
* 2. **Proposa**l must be **20 pages only** excluding curriculum vitae.
* 3. The proponent must subject his/her proposal on or before the deadline of submission at the Division Office.
* 4. The proponent **must submit a hard and soft copy**.
* 5. Proponents must fill-out and submit the following:
* A. Proponent’s personal information duly signed by his/her immediate superior/ principal.
* B. Anti-plagiarism, etc.
* **To get funding from Basic Research Fund (BERF)**

**Basic Research – Php. 150,000**

**Action Research – Php. 30,000**

**Funding:**

* **Basic Research Action Research**
* **First Tranche 20% 70%**
* **Second Tranche 40% 30%**
* **Third Tranche 30% \_\_\_\_\_\_\_**
* **Last Tranche 10% 100%**
* **\_\_\_\_\_\_**
* **100%**
* **Duration of the research project**
* **Action Research maximum of 6 months**
* **Basic Research – maximum of 1 year**

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* **Scope/Coverage of a Research Project**
* **Basic Research - Division wide ( at least 2 Districts)**
* **Action Research – School wide (Classroom Setting)**

**What about my research adviser?**

* **The Division Research Specialist and the Schools Division Superintendent will be your advisers.**
* **Reference: D.O 43 s. of 2015**

**How and when to submit? ( For those who want to be funded)**

1. DepEd Central Office releases a DepEd memo for some guidelines,

the PPRD Regional Office will release a regional memo for Call-ups.

1. The Division office will then announced and release a division memo

for research call-up.

3. Interested proponents from the field are welcome to submit a copy of his/her proposal to the division office through the Research Specialist for review/evaluation of requirements and for some revisions.

4. The research specialist will then sit with the Schools Division

Research Committee (SDRC) headed by the ASDS as Chairman for deliberation/evaluation of proposals.

5. The SDRC will give scores on the research proposals basing on the template, in consonance to the DepEd Order No. 49, s. 2017 titled “ Revised Guidelines on Research Management.”

6. Research proposals that can have a score of 70% above will be submitted to the Regional Office.

7. At the Regional Office, the RRC secretariat will then evaluate as to the requirements of proposals.

8. The PPRD RO6 will call the TWC (Technical Working Committee for a thorough evaluation of the submitted proposals from the division offices all over Region 6.

9. The proposals will be turned over to the Regional Committee headed by the Asst. Regional Director for deliberation and giving of scores.

10. The research proposals approved by the RRC will get a BERF funding.

11. The proponent who has the approved research proposal ill personally

receive a letter from the Regional Director informing his/her approved

research proposal.

13. The Division Research Specialist will call-up the proponents with

approved researches for some briefing on the next step plan/activities.

**Special Provisions:**

**1**.**Ownership of the research paper** - the completed research study funded by BERF shall be co-owned by the author and DepEd.

**2. Plagiarism and fraud** – the proponents are required to observe the highest standard of ethics during the preparation and implementation of research proposals.

**3. Safety nets**- The Letter of Approval or MOA has a provision that in the event that the research proponent failed to complete and submit the deliverables, **the proponent is required to return the full amount of research fund through direct payment or salary deduction.** A format for the letter of approval for schools, division and region is attached as Annex 6 of D.O 43, s. 2015.

**FOR THOSE WHO WANTS TO GET FUNDED BY BERF**

**The Budgetary Requirements or the Cost Estimates:**

**The eligible expenses are the following:**

* Travel expenses
* Reproduction of manuscript, survey questionnaires, other documents pertaining to research project
* Supplies/Materials – coupon bonds, manila paper, cartolina, ink
* Focus Group Discussion food for respondents/participants – at least 20 pax
* Lunch – 80 pesos per pax and 50 pesos for snacks
* Binding
* Note: All expenses must have an official receipt for liquidation purposes.

**Non-Eligible activities and expenditures**

**(Cost Estimates)**

The implementation of approved research proposals to be funded under BERF which will be undertaken by a Deped personnel at all levels shall be guided by the existing auditing and accounting rules and regulations. Specifically, the research fund shall not be used by the following items:

* 1. equipment 6. office rental
* 2. software 7. overseas travel
* 3. honorarium for resource persons
* 4. token
* 5. utilities

**Composition of Schools Division Research Committee (SDRC**)  
 Based on DepEd Order No. 43,s. of 2015

**Chairman Nicasio S. Frio**

* **Assistant Schools Division Superintendent**
* **Co-Chairmen Marlon P. Destreza, EdD**
* **Chief, School Governance and Operations Division**
* **Segundina F. Dollete, EdD**
* **Chief, Curriculum Implementation Division**
* **Advisers: Salvador O. Ochavo, Jr., EdD, CESO V**
* **Schools Division Superintendent**
* **Marggie A. Obligacion, PhD**
* **Senior Education Program Specialist**
* **Planning & Research**
* **CID Representatives:**
* **Sephora M. Roldan**
* **Education Program Supervisor (AP/Hekasi)**
* **Elenia P. Baranda**
* **Education Program Supervisor (Math)**
* **Rolando Jamora, PhD**

**EPS -TLE**

**Andres Quiachon**

* **Education Program Supervisor (Science)**
* + - **Alan Vincent Altamia**
* **Education Program Supervisor (EsP)**
* **Merlie J. Rubio, EdD**
* **Education Program Supervisor (Filipino)**

**Shirley A. De Juan**

**EPS - LRMDS**

* **Ruth C. Gervero, EdD**
* **Education Program Supervisor (ALS/SPED)**
* **Ronie Reteracion**
* **Education Program Supervisor (Mapeh)**
* **Finance Unit Representative:**
* **Atty. Benjie Doce, CPA**
* **Accountant**
* **Secretariat: School Governance & Operations Division (SGOD)**
* **Edna B. Azcarraga, EdD**
* **Education Program Supervisor (SGOD)**

**Ronald Dile**

* + - **SEPS, M & E**

**Immaculada Amores, PhD**

* + - **SEPS, HRTD**