



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

22 JUN 2026

DIVISION MEMORANDUM

No. **263**, s. 2026

**CALL FOR RESEARCH PROPOSALS TO BE FUNDED BY THE BASIC EDUCATION
RESEARCH FUND (BERF) FOR FY 2027**

To: Assistant Schools Division Superintendent
OIC - Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. In accordance with **Regional Memorandum No. 557, s. 2026** and **DepEd Order No. 16, s. 2017** (Research Management Guidelines), this Office, through the School Governance and Operations Division (SGOD) – Planning and Research Section, announces the acceptance of research proposals to be funded by the **FY 2027 Basic Education Research Fund (BERF)**. Submissions will be accepted from July 1 to August 7, 2026, to allow ample time for localized screening by the Schools Division Research Committee (SDRC) prior to regional transmission.
2. All research proposals must strictly align with the **Basic Education Research Agenda (DO No. 039, s. 2016)** and the **Additional Regional Education Research Agenda (RM No. 592, s. 2024)**. Proposals that are not anchored on these guidelines or feature repetitive interventions will be automatically disqualified during the initial screening.
3. For FY 2027, priority research topics must focus explicitly on the following regional thrusts:
 - a. Innovations, Interventions, and Strategies on Key Stage 1 Literacy and Numeracy;
 - b. Evaluation of current programs, projects, and activities (PPAs) within the division or schools (e.g., ARAL Program, School-Based Feeding Program, DepEd Computerization Program, BERF utilization, and Professional Development Programs);
 - c. Assessments and surveys (such as PISA, NAT, ELLNA, CRLA) to generate data-driven division insights;
 - d. Analysis of accomplishments, lagging indicators, and emerging concerns related to major frameworks (SDG, QBEDP, REDP, and the Division Education Development Plan [DEDP]);
 - e. Explorations on systems thinking, design thinking, futures thinking, and their integrations; and



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Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

- f. Policy research aimed at developing or strengthening new guidelines and DepEd policies.
4. Interested research proponents (maximum of three proponents per study, and limited to one study per year) must submit a complete research proposal following the prescribed formats. Research that has already been conducted/completed is **strictly prohibited** from funding. Previous researchers with unfinished BERF studies will not be accepted for evaluation.
5. To facilitate a systematic evaluation and endorsement process by the SDRC, proponents must submit a hard copy of their proposal accompanied by the following administrative items strictly attached at the front:
 - a. Approval Sheet
 - b. Cover/Title Page
 - c. Letter of Intent addressed to the Schools Division Superintendent (SDS)
 - d. Letter of Intent addressed to the Public Schools District Supervisor (PSDS)
 - e. Letter of Intent addressed to the School Principal
6. Proponents must submit their completed research proposal folder to the **SGOD - Planning and Research Section** along with the following mandatory documentary requirements:
 - a. Application Form completely filled out, including the **Endorsement/Conforme of the Immediate Supervisor** (*Note: Immediate supervisor is the School Head for teachers; the PSDS for school heads; and the Chief of Office for non-teaching personnel*).
 - b. Research Integrity Declaration Form
 - c. Declaration of Anti-Plagiarism Form
 - d. AI Declaration Form (detailing any utilization or non-utilization of AI tools)
 - e. Declaration of Absence of Conflict of Interest Form
 - f. Data Privacy Consent Form
7. The prescribed application templates, research proposal outlines (Basic and Action Research formats), and sample cost-estimate templates can be downloaded through the official link: <https://tinyurl.com/BERF2027Proposals>.
8. The official template for the Approval Sheet specified in Item 5.a must be accessed and downloaded exclusively through this link: <https://tinyurl.com/29yc3mr5>.
9. For formatting and filing compliance, all outputs must be scanned and compiled exactly as prescribed by regional guidelines (e.g., separating documentary attachments into *File 1* as a single PDF and the actual research proposal into *File 2* as a PDF, utilizing the required serial naming conventions). Action Research funding requests are subject to a **maximum cap of Php 30,000.00**, and a liquidation report must be submitted exactly **30 days upon the release of funds**.



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Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

10. The **Schools Division Research Committee (SDRC)** will evaluate all localized submissions. Approved and endorsed proposals will be uploaded to the assigned regional OneDrive system by the SEPS for Planning and Research on or before the regional deadline of September 2, 2026. Final selection and ranking will be overseen by the Regional Research Committee (RRC).
11. For queries and clarifications, please contact the **SGOD – Planning and Research Section** through the Division Research Coordinator.
12. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated

References: RM No. 557s. 2026; DO 16, s. 2017; DO 39, s. 2016; RM 592, s. 2024

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

COMMITTEE

FUNDS

POLICY

RESEARCH

PROPOSALS



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Enclosure No. 1 to Division Memorandum No. 263, s. 2026

**Action Research Proposal
for Teaching Personnel**

TITLE

Prepared by:

Position
School
District

Noted:

Principal ____

Public Schools District Supervisor

Recommending Approval:

AILEEN MAY F. ISIDERIO EdD
Senior Education Program Specialist, Research & Planning

Education Program Supervisor in _____

ALAN VINCENT A. ALTAMIA
OIC-Chief – Curriculum Implementation Division

LUZ U. BANSON EdD
Assistant Schools Division Superintendent

Approved:

ROEL F. BERMEJO
Schools Division Superintendent



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**Action Research Proposal
for Non-Teaching Personnel**

TITLE

Prepared by:

Position
School
District

Noted:

Principal _____

Public Schools District Supervisor

Recommending Approval:

AILEEN MAY F. ISIDERIO EdD
Senior Education Program Specialist, Research & Planning

EDNA B. AZCARRAGA EdD
OIC-Chief – School Governance and Operations Division

LUZ U. BANSON EdD
Assistant Schools Division Superintendent

Approved:

ROEL F. BERMEJO
Schools Division Superintendent



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**Basic Research Proposal
for Teaching Personnel**

TITLE

Prepared by:

Position
School
District

Noted:

Principal _____

Public Schools District Supervisor

Recommending Approval:

AILEEN MAY F. ISIDERIO EdD
Senior Education Program Specialist, Research & Planning

Education Program Supervisor in _____

ALAN VINCENT A. ALTAMIA
OIC-Chief – Curriculum Implementation Division

LUZ U. BANSON EdD
Assistant Schools Division Superintendent

Approved:

ROEL F. BERMEJO
Schools Division Superintendent



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**Basic Research Proposal
for Non-Teaching Personnel**

TITLE

Prepared by:

Position
School
District

Noted:

Principal _____

Public Schools District Supervisor

Recommending Approval:

AILEEN MAY F. ISIDERIO EdD
Senior Education Program Specialist, Research & Planning

EDNA B. AZCARRAGA EdD
OIC-Chief – School Governance and Operations Division

LUZ U. BANSON EdD
Assistant Schools Division Superintendent

Approved:

ROEL F. BERMEJO
Schools Division Superintendent



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SCHOOLS DIVISION OF CAPIZ

Enclosure No. 2 to Division Memorandum No. 263, s. 2026

A. BASIC RESEARCH PROPOSAL TEMPLATE

- I. Introduction and Rationale
- II. Literature Review
- III. Research Questions
- IV. Scope and Limitations
- V. Research Methodology
 - a. Sampling
 - b. Data Collection
 - c. Ethical Issues
 - d. Plan for Data Analysis
- VI. Timetable/Gantt Chart
- VII. Cost Estimates
- VIII. Plans for Dissemination and Advocacy
- IX. References

B. ACTION RESEARCH TEMPLATE

- I. Context and Rationale
- II. Action Research Questions
- III. Proposed Innovation, Intervention, and Strategy
- IV. Action Research Methods
 - a. Participants and/or Sources of Data and Information
 - b. Data Gathering Methods
 - c. Ethical Issues
 - d. Data Analysis Plan
- V. Action Research Work Plan and Timelines
- VI. Cost Estimates
- VII. Plans for Dissemination and Utilization
- VIII. References



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SCHOOLS DIVISION OF CAPIZ

Enclosure No. 3 to Division Memorandum No. 263, s. 2026

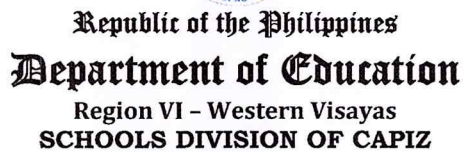
Research Proposal Application Form and Endorsement of Immediate Supervisor (Please fill-out completely)

A. RESEARCH INFORMATION

PROPOSED RESEARCH TITLE FOR BERF 2026 FUNDING (Done/ Already conducted study is NOT ALLOWED for funding under BERF)	
SHORT DESCRIPTION OF THE PROPOSED RESEARCH/STUDY FOR BERF 2026 FUNDING	
SCHOOL ID, NAME, AND ADDRESS OF SCHOOL/DISTRICT/DIVISION (where the BERF 2026 proposed study is to be conducted)	
RESEARCH CATEGORY (Setting or Locale of the study) ___ National ___ Region ___ Schools Division ___ District ___ School/Office (check <u>only one</u>) ___ Action Research ___ Basic Research	SOURCE(S) OF RESEARCH TOPIC (Check the source(s)) ___ National Agenda (DO 39, s. 2016) ___ Regional Agenda (RM 592, s. 2024) RESEARCH AGENDA CATEGORY/THEME (check <u>only one</u> main research theme) ___ Teaching and Learning ___ Child Protection ___ Human Resource Development ___ Governance (check <u>up to one</u> cross-cutting theme, if applicable) ___ DRRM ___ Inclusive Education



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**amount requested should be proportionate to the study being conducted, subject to liquidation process as per government accounting rules and regulations.*

Note: Previous researcher/s with unfinished study/research will not be accepted/recommended for further evaluation by the RRC and TWC





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SCHOOLS DIVISION OF CAPIZ

LEAD PROPONENT / INDIVIDUAL PROPONENT

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION / DESIGNATION
INPUT SCHOOL, DIVISION, REGION (e.g. Aklan NHS for Arts & Trades, SDO Aklan, Region VI)		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) (enumerate from bachelor's degree up to doctorate degree)	TITLE OF THESIS / RELATED RESEARCH PROJECT Title of Completed BERF Research and Funding Year:	
Bachelor's Degree:	Title of Undergrad Thesis:	
Master's Degree:	Title of Master's Thesis:	
Doctorate Degree:	Title of Dissertation:	
SIGNATURE OF PROPONENT:		



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SCHOOLS DIVISION OF CAPIZ

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.

Name and Signature of Immediate Supervisor
Position / Designation: _____
Date signed: _____

Note:

If the researcher is a

- *teacher, the immediate supervisor is the school head;*
- *school head, the immediate supervisor is the PSDS;*
- *non-teaching personnel, the immediate supervisor is the chief of office.*

PROPONENT 2

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION / DESIGNATION
INPUT SCHOOL, DIVISION, REGION (e.g. Aklan NHS for Arts & Trades, SDO Aklan, Region VI)		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) (enumerate from bachelor's degree up to doctorate degree)	TITLE OF THESIS / RELATED RESEARCH PROJECT Title of Completed BERF Research and Funding Year:	
Bachelor's Degree:	Title of Undergrad Thesis:	



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SCHOOLS DIVISION OF CAPIZ

Master's Degree:	Title of Master's Thesis:
Doctorate Degree:	Title of Dissertation:
SIGNATURE OF PROPONENT:	

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.

Name and Signature of Immediate Supervisor
Position / Designation: _____
Date signed: _____

PROponent 3

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION / DESIGNATION
INPUT SCHOOL, DIVISION, REGION (e.g. Aklan NHS for Arts & Trades, SDO Aklan, Region VI)		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE)	TITLE OF THESIS / RELATED RESEARCH PROJECT Title of Completed BERF Research and Funding Year:	



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Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

<i>(enumerate from bachelor's degree up to doctorate degree)</i>	
Bachelor's Degree:	Title of Undergrad Thesis:
Master's Degree:	Title of Master's Thesis:
Doctorate Degree:	Title of Dissertation:
SIGNATURE OF PROPONENT:	

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.

Name and Signature of Immediate Supervisor
Position / Designation: _____
Date signed: _____



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Enclosure No. 4 to Division Memorandum No. 263, s. 2026

Research Integrity Declaration Form

A. Profile of the Proponent

Name of Lead Proponent: _____

Name of Proponent 2: _____

Name of Proponent 3: _____

Title of Research: _____

Type of Research: ☐ Basic Research ☐ Action Research

Schools Division Office: _____

B. Proponent's Declaration

In accordance with the Department of Education (DepEd) Research Management Guidelines (DO16 s.2017) and established ethical standards in educational research, I hereby declare that this Action/Basic Research was conducted with honesty, accountability, transparency, and professional responsibility. I affirm that the study is original, all sources and references were properly acknowledged, and all information and data presented are truthful and accurate to the best of my knowledge.

I further affirm that the rights, welfare, dignity, confidentiality, and privacy of all participants were respected and protected throughout the conduct of the research in accordance with the Data Privacy Act of 2012 (RA 10173).

C. Research Integrity Compliance Checklist

Instruction: Please put a check mark (/) in the appropriate column.

Indicators of Research Integrity Compliance	Yes	No	Remarks
1. The study aligns with DepEd research priorities and educational objectives.			
2. Proper approval was secured before the conduct of the study.			
3. The study was conducted in accordance with the DepEd Research Management Guidelines.			



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4. The study is original and has not been plagiarized.			
5. Proper citation and acknowledgment of references were observed.			
6. Data gathered were ethically collected and accurately reported.			
7. No data fabrication or falsification was committed in the conduct of the study.			
8. Participants were informed about the purpose of the study.			
9. Informed consent/Assent form was secured from participants before data collection.			
10. Confidentiality and privacy of participants were protected.			
11. Participation in the study was voluntary and can withdraw at any time.			
12. The study followed institutional and ethical research guidelines.			
13. AI-assisted tools, if used, were utilized responsibly and appropriately.			
14. The researcher accepts full responsibility for the content of the research.			
15. The researcher accepts full responsibility for the credibility, integrity, and ethical conduct of the research.			

D. Declaration of Accountability

I hereby certify that this Basic/Action Research complied with the ethical standards, policies, and research procedures prescribed by the Department of Education. I understand that any violation involving plagiarism, fabrication, falsification, unethical treatment of participants, misuse of artificial intelligence tools, or other forms of research misconduct may result in appropriate disciplinary action in accordance with institutional and legal policies.

Name and Signature of Lead Proponent



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SCHOOLS DIVISION OF CAPIZ

Name and Signature of Proponent 2

Name and Signature of Proponent 3

Date

I certify that I have reviewed this Basic/Action Research and verified that the proponent/s complied with the ethical and academic standards required in the conduct of Basic/Action Research.

Name and Signature of Senior/ Education Program Specialist

Date

Noted by:

Name and Signature of Chairman SDRC

Date



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SCHOOLS DIVISION OF CAPIZ

Enclosure No. 5 to Division Memorandum No. 263, s. 2026

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 referencing.
2. I hereby attest to the originality of this research proposal and has 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 1 Printed Name: _____

Signature: _____

Date Signed: _____

Proponent 2 Printed Name: _____

Signature: _____

Date Signed: _____

Proponent 3 Printed Name: _____

Signature: _____

Date Signed: _____



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Enclosure No. 6 to Division Memorandum No. 263, s. 2026

AI DECLARATION FORM

This form shall be accomplished by the researcher/s to declare the utilization or non-utilization of Artificial Intelligence (AI) tools and/or AI-powered digital tools in the preparation of the research output, in compliance with the DepEd Region VI Guidelines on the Use of AI in Research.

Name of Proponent/s: _____

Title of Research: _____

Type of Research: ☐ Basic ☐ Action

Schools Division Office: _____

Date of Submission: _____

Declaration

☐ I did not utilize any AI tools and/or AI-powered digital tools in creating this output.

☐ I utilized an AI tool and/or AI-powered digital tools in creating my output.

Below are the details:

AI Tool Name and Link (Write the specific name of the AI tool used and its live URL)	Purpose of Use (Explain what the AI tool was used for, e.g., brainstorming, outlining, editing, etc.)	Exact Prompts Used (The precise text of the prompts or queries submitted to the AI tool)	Utilization of Output (Describe how the AI's output was used, modified, or integrated into your work)	Additional Remarks / Notes from Proponents



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SCHOOLS DIVISION OF CAPIZ

Attestation

I attest that all information provided in this form is true and accurate. I have carefully complied with DepEd Region VI PPRD's Guidelines on the Use of AI in Research.

	Signature Over Printed Name	Date
Lead Proponent		
Proponent 2		
Proponent 3		



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Enclosure No. 7 to Division Memorandum No. 263, s. 2026

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 (insert RMG provision).
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 and (insert grant mechanism) for any conflict of interest which I have intentionally concealed.

Proponent 1 Printed Name: _____

Signature: _____

Date Signed: _____

Proponent 2 Printed Name: _____

Signature: _____

Date Signed: _____

Proponent 3 Printed Name: _____

Signature: _____

Date Signed: _____



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Enclosure No. 8 to Division Memorandum No. 263, s. 2026

DATA PRIVACY CONSENT FORM

I, _____ allows the DepEd RO VI to collect and process my/our personal information such as birth date, sex, school address, education, contact number, and place of work to be used as reference upon the submission of research proposals to be funded by Basic Education Research Fund (BERF) grant.

I further gave consent to DepEd RO VI to disclose my personal information to Central Office in case of the approval of my/our research as well as publication of the manuscript in print and online.

Proponent 1 Printed Name: _____

Signature: _____

Date Signed: _____

Proponent 2 Printed Name: _____

Signature: _____

Date Signed: _____

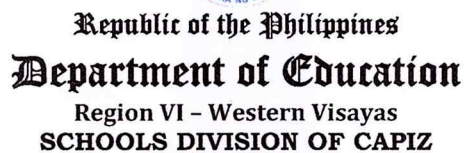
Proponent 3 Printed Name: _____

Signature: _____

Date Signed: _____



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Enclosure No. 9 to Division Memorandum No. 263, s. 2026

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Enclosure No. 10 to Division Memorandum No. 263, s. 2026

Phase	Research Activities	Qty	Unit	Particulars	Unit Cost	Total Cost
Pre-Implementation	1. Revision of proposal and work plan as per suggestion	1	ream	Bond Paper (Short)	Php250.00	Php250.00
	2. Validation of the research instruments by the jurors	2	bottles	Ink	Php295.00	Php590.00
	3. Ask permission through written communication (School Head and Parents)					
	4. Printing of the Research Instrument	2	reams	Bond Paper (short)	Php250.00	Php500.00
	5. Orienting and meeting with the parents of the participants	216	pax	Parents and Students	Php20.00	Php4,320.00
	6. Distribution of research instruments to the respondents					
Implementation	1. Implementation of the Intervention	1	Subscription	Internet Connection		Php300.00
	2. Downloading of videos					
	3. Giving of post-tests	108	pax	Snacks	Php20.00	Php2,160.00
	4. Analysis and Interpretation of Data	2	reams	Bond Paper (Short)	Php250.00	Php500.00
	5. Summarizing the findings, conclusions and recommendations					
Post Implementation	1. Presentation of conclusions and recommendations to higher office					
	2. Travel from station to SDO	2	No. of trip	Fare		Php1,000.00
					Total	Php10,120.00



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