



Republic of the Philippines  
**Department of Education**

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25 JAN 2016

DepEd O R D E R  
No. **4**, s. 2016

**AMENDMENT TO DEPED ORDER NO. 43, SERIES OF 2015  
(Revised Guidelines for the Basic Education Research Fund [BERF])**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Secretary, ARMM  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools  
All others concerned

1. The provisions stipulated in DepEd Order No. 43, s. 2015 entitled Revised Guidelines for the Basic Education Research Fund (BERF) shall remain in force with some specific amendments to better implement the policy, to wit:
  - a. Under Section VI, page 5, Non-Eligible Activities and Expenditures, the Basic Education Research Fund downloaded to regions may also be utilized for the orientation on the use of research funds and meetings of Regional Research Committees.
  - b. The following Annexes shall be replaced with an enhanced version to facilitate efficient evaluation of research proposals:
    - 4.a. and 4.b -Criteria and Scoring Template for Research Proposals for the District, Division, Region and National Level; and Action Research, respectively shall be replaced with an enhanced version (**Annexes 1 and 2**)
    - 6 – Format for Approval Letter for Regions, Divisions, Districts and Schools, shall be replaced with **Annex 3**. A format for Letter of Disapproval will also be included as **Annex 4**.
  - c. On the release and liquidation of funds, the release of research funds to the researcher based on the approved proposal and cost shall be based on the submission of required deliverables per tranche (output-based tranches) both described in the flow chart in page 7 and Table 2 in page 10.

The fund is considered self-liquidating using the submitted and accepted required documents per tranche as basis for liquidation. The submission and acceptance of required documents for the last tranche completes the process in the flow chart and marks the full liquidation upon complete submission of liquidation documents.

d. Under III.1

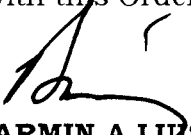
- Call for proposals. The research proposal should be in PDF format. The mode of submission of schools and divisions may include any of the following: by courier, electronic mail and personal delivery. The cover letter mentioned in 1.2 need not be signed by the immediate supervisor of the proponent.
- Evaluation and approval of proposals
  - Page 8. Delete “with no score below 60% in any of the criteria”.
  - Page 9, line 5. The same evaluation criteria and scoring template in Annex 4.a (instead of Annex 5) shall be used. *Note that Annex 4.a is now Annex 1 in the amendment.*
  - Pre-implementation. Delete “This will trigger the release of the first tranche”

e. Under Areas of Research, per level of Governance

- Regions, divisions and district – may include secondary data analysis; review/synthesis of existing research
- Schools – may include intervention study, case study of learners

f. Under Table 2

- Schools (Action Research), initial findings and analysis should be a deliverable under the Last Tranche.
2. A BERF Tracking Mechanism will be used to monitor the progress of BERF implementation. The tracking system will be disseminated to PPRD through official electronic mail.
  3. All clarifications and queries on DepEd Order No. 43, s. 2015 shall be directed to Policy Research and Development Division (PRD-PS), Department of Education, 2/F Teodora Alonzo Bldg., DepEd Complex, Meralco Avenue, Pasig City at telephone number (02) 6353976 or at telefax number (02) 633-7275 or email at [ps.prd@deped.gov.ph](mailto:ps.prd@deped.gov.ph).
  4. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.:

As stated

Reference:

DepEd Order (No. 44, s. 2015)

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

BASIC EDUCATION

CHANGE

FUNDS


POLICY


RESEARCH OR STUDIES


## DEPARTMENT OF EDUCATION

Basic Education Research Fund (BERF)  
National and Regional Research Committees

## GUIDE FOR APPRAISING DISTRICT, DIVISION, REGION AND NATIONAL LEVEL RESEARCH PROPOSALS

Main Criteria	Increasing Levels of Quality and their Descriptions				Score
	low			high	
Rationale of the Research 10 points	<i>not described (no points)</i>	<i>The research proposal presents a general description of the topic or focus of inquiry. (5 points)</i>	<i>The educational relevance and timeliness of the research topic are shown. It explains the need to conduct research to understand a phenomenon, advance or validate knowledge, improve a situation, or address an issue / problem. (8 points)</i>	<i>The nature, extent and salience of the research topic are comprehensively discussed. Different aspects of the research setting are elaborated showing in depth and critical analysis of the situation. Policy implications, benefits and limitations of the study are stated. (10 points)</i>	
Research Questions 20 points	<i>not stated (no points)</i>	<i>The research proposal has a stated aim, objective, or general research questions. (10 points)</i>	<i>The research questions specify the variables or the focus of inquiry. Key elements of the research questions are reflected in the title of the proposal. (15 points)</i>	<i>The research questions logically proceed from the context of the study. They are formulated to clearly show the extent and different angles of inquiry (ex: different variables of interest, relationships to be probed, geographical and temporal scope). (20 points)</i>	
Use of Related Literature and Proper Citation 10 points	<i>not provided (no points)</i>	<i>The research proposal cites theories and/or previous studies related to the present research. Sources are properly acknowledged. (5 points)</i>	<i>Viewpoints and issues underlying the present research are discussed and synthesized. They are critically evaluated to identify inconsistencies or gaps in current knowledge or educational policy that the study intends to address. Constructs are defined and presented in a conceptual framework. Citation of literature sources is consistent. (10 points)</i>		


Main Criteria	Sub-Criteria	Increasing Levels of Quality and their Descriptions			Score
		low			
Research Methods 40 points	Participants and/or other Sources of Data and Information (10)	<i>not stated (no points)</i>	<i>The research proposal states the study's target participants and/or other sources of data and information (ex: divisions, districts, offices, schools, learners, teachers, parents, documents, secondary data, others) (5 points)</i>	<i>Details are provided about the target participants (ex: number, characteristics, sampling procedure, if any) and/or other sources of data and information. Clear rationale for their inclusion in the study is given. (10 points)</i>	
	Data Gathering Method(s) and Research Instruments (20)	<i>not described (no points)</i>	<i>The research proposal presents a general description of the methods to be employed for gathering data. (10 points)</i>	<i>Details of data gathering methods are provided: the specific kinds of data, how and when they will be collected. It describes any research instruments (ex: test, scale, survey questionnaire, checklist, interview guide) to be developed or adopted. (15 points)</i>	<i>The proposal explains why the data gathering methods are suited to the nature and purpose of the study. The data gathering methods are aligned with the research questions. Details about research instruments are presented such as their sources or how they will be developed and by whom, and their appropriateness for obtaining the desired kind of data / information. (20 points)</i>
	Data Analysis Plan (10)	<i>not stated (no points)</i>	<i>The research proposal presents a general description of how the gathered data / information will be analyzed. (5 points)</i>	<i>Details of the methods of data analysis are given. Techniques (ex: quantitative/statistical, qualitative, or both methods), as well as tools (ex: software) to be employed are specified. (8 points)</i>	<i>The selected methods of data analysis are shown to be appropriate to the nature of the data / information to be gathered and for addressing the research questions. (10 points)</i>


Main Criteria	Increasing Levels of Quality and their Descriptions			Score
	low			
Work Plan and Timelines 10 points	<i>not included (no points)</i>	<i>The research proposal includes a list of major activities and their timelines. (5 points)</i>	<i>A detailed work plan is provided covering start to completion of the research. Timelines are realistic and show concretely how the research will unfold over the allowed period. The overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken. (10 points)</i>	
Cost Estimates 10 points	<i>not included (no points)</i>	<i>The research proposal includes a list of major items and their estimated costs. The total cost is shown. (5 points)</i>	<i>A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the research, and adhere to BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that she or he will be accountable for. (10 points)</i>	
Total Score				
Remarks:				

## DEPARTMENT OF EDUCATION


Basic Education Research Fund (BERF)  
Regional Research Committee

## GUIDE FOR APPRAISING SCHOOL ACTION RESEARCH PROPOSALS (grants up to P 30,000 maximum)

Main Criteria	Sub-Criteria	Increasing Levels of Quality and their Descriptions				Score
		low			high	
Rationale of the Action Research 30 points	Context (15)	<i>not described (no points)</i>	<i>The action research proposal presents a general description of the problem or issue as its focus of inquiry. (8 points)</i>	<i>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)</i>	<i>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)</i>	
	Proposed Intervention, Innovation, Strategy (15)	<i>not presented (no points)</i>	<i>The action research proposal mentions an intervention, innovation or strategy to be tried out to address the problem or issue. (8 points)</i>	<i>The proposal outlines when and where the intervention, innovation or strategy will be undertaken, and who will be involved. Activities to be undertaken are stated. (12 points)</i>	<i>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)</i>	
Action Research Question(s) 30 points		<i>not stated (no points)</i>	<i>The action research proposal has a stated aim, objective, or general research question(s). (15 points)</i>	<i>The research question(s) specifies the action research variable(s) or the focus of inquiry. Key elements of the research question(s) are reflected in the title of the proposal. (25 points)</i>	<i>The research question(s) logically proceeds from the context of the inquiry. It clearly relates to the identified problem or issue, and conveys the desired change or improvement. (30 points)</i>	

Main Criteria	Sub-Criteria	Increasing Levels of Quality and their Descriptions			Score	
		low				high
Action Research Methods 30 points	Participants and/or other Sources of Data and Information (10)	<i>not stated (no points)</i>	<i>The action research proposal states the target participants and/or other sources of data and information (ex: learners, teachers, documents, realia, learners' products, others) (5 points)</i>	<i>Details are provided about the target participants (ex: number, characteristics, sampling procedure, if any) and/or other sources of data and information. Clear rationale for their inclusion in the study is given. (10 points)</i>		
	Data Gathering Method(s) (10)	<i>not described (no points)</i>	<i>The action research proposal presents a general description of the method(s) to be employed for gathering data. (5 points)</i>	<i>Details of the data gathering method(s) are provided: the specific kinds of data, how and when they will be collected (ex: pretest and posttest scores). Research instruments, if any, are described (ex: test, scale, survey questionnaire, checklist, interview guide, others). (8 points)</i>	<i>The proposal explains why the selected data gathering method(s) is suited to the nature and purpose of the action research. The data gathering method(s) is aligned with the research question(s). Research instruments, if any, are appropriate for obtaining the desired kind of data / information. (10 points)</i>	
	Data Analysis Plan (10)	<i>not stated (no points)</i>	<i>The action research proposal presents a general description of how the gathered data / information will be analyzed. (5 points)</i>	<i>Details of the method(s) of data analysis are given. Techniques (ex: quantitative/statistical, qualitative, or both methods), as well as tools (ex: software) to be employed are specified. (8 points)</i>	<i>The selected method of data analysis is shown to be appropriate to the nature of the data / information to be gathered and for addressing the research question(s). (10 points)</i>	



Main Criteria	Increasing Levels of Quality and their Descriptions			Score
	low			
<p>Action Research Work Plan and Timelines</p> <p>5 points</p>	<p><i>not included (no points)</i></p>	<p><i>The action research proposal includes a list of major activities and their timelines. (3 points)</i></p>	<p><i>A detailed work plan is provided covering start to completion of the action research. Timelines are realistic and show concretely how the action research will unfold over the allowed period. The overall plan reflects the proponent's capacity to concretize ideas into clear and sequential steps to be undertaken. (5 points)</i></p>	
<p>Cost Estimates</p> <p>5 points</p>	<p><i>not included (no points)</i></p>	<p><i>The action research proposal includes a list of major items and their estimated costs. The total cost is shown. (3 points)</i></p>	<p><i>A detailed breakdown of items with their corresponding costs is furnished. The items and costs reasonably reflect the funding needs of the action research, and adhere to the BERF guidelines. The overall plan reflects the proponent's capacity to project specific expenses that she or he be accountable for. (5 points)</i></p>	
				Total Score
Remarks:				



Republic of the Philippines  
Department of Education Regional Office \_\_\_\_

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**Annex 3. FORMAT FOR APPROVAL LETTER FOR REGIONS, DIVISIONS,  
DISTRICTS AND SCHOOLS**

Date

Mr./Ms. \_\_\_\_\_

\_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_:

This refers to the research proposal you submitted to the Regional Office for possible funding under the Basic Education Research Fund (BERF) Grant Facility.

The Regional Research Committee has carefully evaluated the final research proposal entitled " \_\_\_\_\_ " based on the criteria prescribed in DepEd Order No. \_\_, dated \_\_\_\_\_.

The Regional Research Committee is pleased to inform you that the said research proposal was **approved** for implementation. In this regard, we recommend the processing of the first tranche of payment upon submission of required deliverables.

Kindly note that in the event that the research proponent failed to complete and submit the deliverables, the research proponent shall be required to return the full amount of research fund through direct payment and/or salary deduction.

Further, strict adherence to provisions of the above DepEd Order is required.

For questions and further clarifications, please coordinate with the Regional Research Committee through the Planning, Policy and Research Division (PPRD).

We look forward to the successful implementation of your research. Thank you.

Very truly yours,

**ASSISTANT REGIONAL DIRECTOR**

Chairman, BERF Regional Research Committee



Republic of the Philippines  
Department of Education Regional Office \_\_\_\_

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Annex 4. FORMAT FOR DISAPPROVAL LETTER FOR REGIONS, DIVISIONS,  
DISTRICTS AND SCHOOLS

Date

Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_:

This refers to the research proposal you submitted to the Regional Office for possible funding under the Basic Education Research Fund (BERF) Grant Facility.

The Regional Research Committee has carefully evaluated the final research proposal entitled " \_\_\_\_\_ " based on the criteria prescribed in DepEd Order No. 43, dated September 16, 2015.

The Regional Research Committee regrets to inform you that the said research proposal was **disapproved due to the following reasons:**

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

We thank you for your interest in availing of the BERF facility. Kindly take note that you can still submit another research proposal for possible BERF support provided it has addressed the criteria defined in DO 43, series of 2015.

Very truly yours,

**ASSISTANT REGIONAL DIRECTOR**  
Chairman, BERF Regional Research Committee