



Republic of the Philippines  
**Department of Education**  
Region VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

February 19, 2025

**DIVISION MEMORANDUM**

PRS-2025- 124

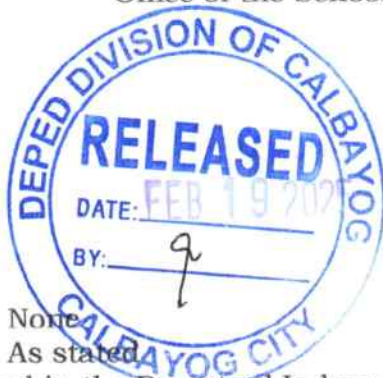
**UPDATES ON THE 1ST PRESENTATION AND ASSESSMENT OF NON-BERF  
RESEARCH AND INNOVATION PROPOSALS FOR CALENDAR YEAR 2025**

To : Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Unit/Section Heads  
All Others Concerned

1. In reference to Division Memorandum No. 097, s. 2025 titled "1st Presentation and Assessment of Non-BERF Research and Innovation Proposals for Calendar Year 2025," this Office, through the Planning and Research Section (PRS), informs all interested researchers, proponents, and participants that the activity has been **rescheduled from February 27-28, 2025, to March 5-6, 2025.**
2. Consequently, the deadline for submission of research and innovation proposals has been extended **until February 28, 2025.** Interested proponents must submit **one (1) hard copy** of their proposal along with the required supporting documents to the Planning and Research Section (PRS) Office. A **digital copy** must also be uploaded via the link: **bit.ly/Q12025PRS.**
3. All other provisions of Division Memorandum No. 097, s. 2025 remain in effect.
4. Travel expenses of participants shall be charged against the School's MOOE/ local funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

**MARGARITO A. CADAYONA JR. CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

For the Schools Division Superintendent:



**GRACE S. PAGUNSAN**  
Administrative Officer  
As per S.O. # 010, s. 2025

Enclosure: None

Reference: As stated

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

RESEARCH

INNOVATION

PROPOSAL

PRESENTATION

SGOD-PRS-GVP



Republic of the Philippines  
**Department of Education**  
Region VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

February 10, 2025

**DIVISION MEMORANDUM**

PRS-2025- 017

**1ST PRESENTATION AND ASSESSMENT OF NON-BERF RESEARCH AND INNOVATION PROPOSALS FOR CALENDAR YEAR 2025**

To : Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Unit/Section Heads  
All Others Concerned

1. In accordance with DepEd Order No. 016, s. 2017, titled "*Research Management Guidelines (RMG)*," and Division Memorandum No. 579, s. 2022, titled "*Dissemination and Adoption of Innovation Management Guidelines*," this Office, through the Planning and Research Section (PRS), will conduct the First Presentation and Assessment of Non-BERF Research and Innovation Proposals for Calendar Year 2025 on February 27-28, 2025, at the Schools Division Office Conference Hall and/or Library Hub.

2. This activity aims to:

- a. streamline the process for presenting and approving research and innovation proposals at the Division level;
- b. provide an opportunity for researchers and proponents to present their proposals;
- c. offer technical inputs and assistance to enhance the quality of proposals; and
- d. promote a culture of research and innovation within the Division.

3. As such, interested researchers and innovation proponents are encouraged to **submit one (1) hard copy** of their proposal along with the required supporting documents to the **Planning and Research Section (PRS) Office**. Additionally, a **digital copy** must be submitted via the following link: [bit.ly/Q12025PRS](https://bit.ly/Q12025PRS) on or before **February 20, 2025**.

4. In this regard, the following are the requirements for submitting proposals:

- a. **For Action Research- Templates available at [bit.ly/RMGTempCalbayog](https://bit.ly/RMGTempCalbayog)**
  - i. Application form and endorsement of immediate supervisor of the researcher/s;
  - ii. Research Proposal with the following parts
    - I. Context and Rationale
    - II. Action Research Questions
    - III. Proposed Innovation, Intervention, and Strategy
    - IV. Action Research Methods
      - a. Participants and/or other Sources of Data and Information
      - b. Data Gathering Methods
      - c. Data Analysis Plan
    - V. Action Research Work Plan and Timelines



- VI. Cost Estimates
- VII. Plans for Dissemination and Utilization
- VIII. References

- iii. Declaration of Anti-plagiarism
- iv. Declaration of Absence of Conflict of Interest

b. For **Basic Research** - *Templates available at [bit.ly/RMGTempCalbayog](http://bit.ly/RMGTempCalbayog)*

- i. Application form and endorsement of immediate supervisor of the researcher/s;
- ii. Research Proposal with the following parts
  - I. Introduction and Rationale
  - II. Literature Review
  - III. Research Questions
  - IV. Scope and Limitation
  - 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
- iii. Declaration of Anti-plagiarism
- iv. Declaration of Absence of Conflict of Interest

c. For **Innovations** - *Templates available at [bit.ly/IMGFiles](http://bit.ly/IMGFiles)*

- i. Endorsement of immediate supervisor of the proponent/s;
- ii. Innovation Proposal with the following parts
  - I. Proponent's Profile
  - II. Executive Summary
  - III. Introduction
  - IV. Implementation Plan
    - a. Planning Phase
    - b. Implementation Phase
    - c. Post Implementation Phase
  - VI. Fund Sources
  - VII. Risk Management Plan
  - VIII. Monitoring and Evaluation
  - IX. References
- iii. Declaration of Anti-plagiarism
- iv. Declaration of Absence of Conflict of Interest

5. In addition, **researchers and proponents must prepare a 10-minute presentation** with a slide deck. Each group is limited to a **maximum of three (3) members**, and the lead proponent/researcher will present the proposal. The presentation must include the following components:

a. **Action Research** Proposal Presentation:

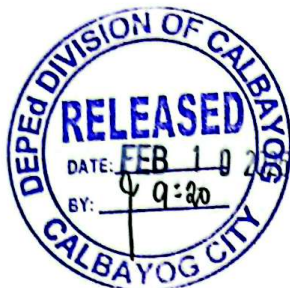
- Research Proposal Title and Name/s of the Researcher/s
- Context and Rationale
- Proposed Innovation, Intervention, and Strategy
- Action Research Questions
- Research Methodology
- Timeline
- Cost Estimates

b. **Basic Research** Proposal Presentation:

- Research Proposal Title and Name/s of the Researcher/s
- Introduction and Rationale
- Research Questions

- Research Methodology
  - Timetable/Gantt Chart
  - Cost Estimates
- c. **Innovation** Proposal Presentation:
- Innovation Proposal Title and Name/s of the Proponent/s
  - Executive Summary
  - Introduction
  - Implementation Plan
  - Fund Sources
  - Risk Management Plan
  - Monitoring and Evaluation
6. A separate memorandum will be issued detailing the presentation schedule, including the list of presenters and evaluators.
7. For inquiries or concerns, please visit the PRS Office or contact Galina V. Panela, Senior Education Program Specialist, at galina.panela@deped.gov.ph.
8. Immediate dissemination of and compliance with this Memorandum are desired.

**MARGARITO A. CADAYONA JR. CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



For the Schools Division Superintendent:

*Rhea P. Aguado*  
**ATTY. RHEA P. AGUADO**  
Teacher III  
Officer-in-Charge  
OSDS – Legal Services Unit

Enclosure: None  
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:  
RESEARCH                  INNOVATION                  PROPOSAL                  PRESENTATION

SGOD-PRS-GVP