Office of the Schools Division
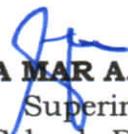**Superintendent**

DIVISION MEMORANDUM
No. 1 1 1 8, s. 2022

December 27, 2022

2023 INDICATIVE CALENDAR OF RESEARCH ACTIVITIES

To : Chiefs, Functional Divisions
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Section Heads
All Others Concerned

1.   Enclosed is Regional Memorandum No. 1020, s. 2022, entitled **"2023 Indicative Calendar of Research Activities",** which is self-explanatory.

2.   Please refer to the attached communication for the details.

3.   Immediate and wide dissemination of this Memorandum is highly desired.

RHEA MAR A. ANGTUD EdD
Superintendent
Office of the Schools Division Superintendent

RMAA/BAS/LLI/fcc

REGIONAL MEMORANDUM

No. **1 0 2 0** , s.2022

DEC 2 1 2022

2023 INDICATIVE CALENDAR OF RESEARCH ACTIVITIES

To: Schools Division Superintendents
All Others Concerned

1.   In line with the strategic directions of the Department of Education Regional Office VII to promote and strengthen the culture of research in basic education in the entire region, this Office, through the Policy, Planning, and Research Division (PPRD) circulates the 2023 Indicative Calendar of Research Activities.

2.   This circulation aims to:

2.1 provide guidance in managing research initiatives in the regional, division, and school levels;

2.2 improve support mechanism for research such as funding, partnerships, and capacity building;

2.3 reinforce the link of research to education processes through research dissemination, utilization, and advocacy;

2.4 set directions relevant to the deliverables and targets based on the Research Management Guidelines and Cycle; and

2.5 guide the research coordinators and managers on the appropriate mechanisms to be used in the accomplishment of the targets vis-à-vis Work Plans and Key Result Areas (KRAs).

3.   For details, please refer to Enclosure A attached herewith for your reference. Moreover, specific date and venue for face-to-face engagements as well as links for virtual meetings will be announced in the subsequent issuances.

4.   All expenses relative to the conduct of the enumerated research activities shall be charged against BERF 2022 and 2023 Funds while related expenses incurred by the participants shall be charged against the Division MOOE Funds.

5.   Immediate and wide dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ JD EdD, CESO V
Director IV
Regional Director

STJ/CAE/PPRD/BDT/smtc

2023 INDICATIVE CALENDAR OF RESEARCH ACTIVITIES

Research Activities	Schedule of Implementation	Persons Involved	Modality
1. Submission of First Tranche Liquidation Report	January 3-6, 2023	BERF Grantees	*Original and Duplicate Copies*
2. Submission of Research Reports for Oral Presentation and Letter of Extension on the Conduct of Action Research under BERF 2022	January 3-13, 2022	SDRC Research Managers BERF Grantees	*Hard and soft copies of the documents*
3. Oral Presentation for Completed Action Research Cum Submission of Mandatory Deliverables under BERF 2022	January 16-27, 2022	RRC, SDRC, BERF Grantees	Virtual/ Online RM No. 1018, s.2022
4. Submission of Completed Research Report and Second Tranche Liquidation	January 30- February 10, 2023	BERF Grantees	*Hard and soft copies Original and Duplicate*
5. Dissemination and Utilization of Research Results through Conferences, Forums, and Publications	April – June 2023	RRC, SDRC, BERF Grantees	In-person/ Online Forum *(by SDO)*

BERF 2023 RESEARCH CALENDAR
(Research Management Cycle)

i. Call for Research Proposals

Research Activities	Schedule of Implementation	Persons Involved	Modality
6. Call for Action Research Proposals for CY 2023	January 3- February 3, 2023	RRC SDRC	RM No. 1017, s.2022
7. Capacity building activities on the preparation of the research proposals and funding opportunities for BERF 2023	February 6-10, 2023	RRC SDRC	In-person/ Online Forum
8. Submission of Action Research Proposals for CY 2023 to the Regional Research Committee (RRC)	February 13-24, 2023	RRC SDRC	*Hard and soft copies of the documents*

ii. Evaluation of Proposals

Research Activities	Schedule of Implementation	Persons Involved	Modality
9. Initial Screening and Committee Evaluation	February 27- March 3, 2023	RRC SDRC	Virtual/ Online
10. Pre-Oral Presentation of SDO-based Action Research Proposals; Review and Evaluation	March 6-10, 2023	RRC SDRC	Virtual/ Online
11. Pre-Oral Presentation of Classroom and/or School- based Action Research Proposals of Teaching and Non-Teaching Personnel; Review and Evaluation	March 13-24, 2023	RRC SDRC	Virtual/ Online

iii. Notification of Results

Research Activities	Schedule of Implementation	Persons Involved	Modality
12. Notification of Results, Submission of Corrected Proposals with Compliance Checklist, BERF Approval and Signing of Memorandum of Agreement (MOA)	March 27-31, 2023	RRC SDRC	Notification through E-mail *Submission in hard and soft copies of the documents*
13. Orientation of BERF 2023 Proponent/s on the Requirements, Roles, and Responsibilities of both the Researcher/s and the Concerned Committees	March 27-31, 2023	RRC SDRC BERF Grantees	Virtual/ Online

iv. Progress Monitoring

Research Activities	Schedule of Implementation	Persons Involved	Modality
14. Tracking the Progress of All Approved Researches based on the Approved Work Plan and Providing Technical Assistance as needed -*conduct of random visits to the locations of research, and discuss with the researchers the status of their studies*	April - September, 2023	RRC/ SDRC Research Managers School Heads BERF Grantees	In-person/ Online Forum

v. Technical Assistance

Research Activities	Schedule of Implementation	Persons Involved	Modality
15. Providing of Technical Assistance based on the feedbacks from the progress monitoring -*assist the researcher/s, if needed or as requested, at any point during the research implementation*	April-September, 2023	RRC, SDRC Research Managers PPRD-RO, SGOD	In-person/ Online Forum
16. Research Training Series *(Capacity-building Activities)*	April-September 2023	RRC, SDRC	In-person/ Online *(by SDO)*

Research Activities	Schedule of Implementation	Persons Involved	Modality (In-person/ Online)
vi. Provision on Changes and Extension *Request for Changes in the Research* -any deviation from the original and approved research proposal -modifications on the research design of the same research topics *Request for Extension* -a letter of request for extension with justification must be submitted to the chair of the relevant research committee	April-September, 2023	RRC, SDRC Research Managers BERF Grantees	*Hard and soft copies of the documents* Letter of Request for Changes in the Research and Extension with Justification
ORAL PRESENTATION OF COMPLETED ACTION RESEARCH CUM SUBMISSION OF MANDATORY DELIVERABLES UNDER THE 2023 BERF PROGRAM	October 9-27, 2023	RRC, SDRC Research Managers Panel of Reviewers BERF Grantees	Virtual/ Online
vii. Submission and Acceptance Submission of Final Research Output and Liquidation Reports	November 6-17, 2023	RRC, SDRC Research Managers BERF Grantees	*Hard and soft copies of the documents*
viii. Dissemination and Utilization ***Research Dissemination Activities*** - Research Conferences, Research Congress, Policy Forums - Research Publications in Journals and Bulletins ***Research Results' Utilization*** Utilization of Completed Researches to improve learning outcomes and governance processes through the *development of policies, frameworks, developments, and projects; strategic, operational, and mid-term plans; training programs; and instructional materials* among others Research Dissemination and Utilization through existing mechanisms such as, but not limited to, the following venues: - *Learning Action Cells (LACs)* - *In-Service Training (INSET)* - *School Governing Council (SGC)* - *Enhanced School Improvement Plan (eSIP)/ Annual Implementation Plan (AIP)* - *School Report Card (SRC)*	November – December 2023	Research Managers in collaboration with Researchers	In-person/ Online Forum
ix. Archival **Adoption of *E-Saliksik*: The DepEd Research Portal** Development of data-based system for education research Publication of Research Journals and Bulletins of DepEd-initiated Research	November – December 2023	Research Managers in collaboration with Researchers	Online
x. Monitoring and Evaluation Progress and results monitoring of research implementation and other initiatives and activities related to research which are deemed appropriate by the RRC and SDRC Monitoring and evaluation of the entire research management cycle CY 2023	Year-round	RRC, SDRC Research Managers PPRD-RO SGOD	In-person/ Online