



Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

February 23, 2017

DIVISION MEMORANDUM

NO. 032 s. 2017


DepEd - MUNTINLUPA	
RELEASED	<u>AR</u>
DATE	<u>2 / 29 / 17</u>

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Principals/Officers-in-Charge

CALL FOR PROPOSALS FOR THE 2nd BATCH FUNDING THROUGH BASIC EDUCATION RESEARCH FUND (BERF) 2016

Attached is Regional Memorandum No. 20 s. 2017 dated February 8, 2017, on the above-captioned subject, contents of which are self-explanatory, for the information and guidance of all concerned.

Immediate dissemination of this Memorandum is desired.


MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent





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Republika ng Pilipinas
 (Republic of the Philippines)
KAGAWARAN NG EDUKASYON
 (DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
 (NATIONAL CAPITAL REGION)
 Daang Misamis, Bago Bantay, Lungsod Quezon
 (Misamis St., Bago Bantay, Quezon City)

Department of Education
 National Capital Region
 RECORDS AND INFORMATION UNIT

REGIONAL MEMORANDUM
 No. 20, s. 2017

RECEIVED
 FEB 14 2017

February 8, 2017

**CALL FOR PROPOSALS FOR 2nd BATCH FUNDING THROUGH
 BASIC EDUCATION RESEARCH FUND (BERF) 2016**

To: **SCHOOLS DIVISION SUPERINTENDENTS**

1. DepEd-NCR expresses its sincerest gratitude to all who participated and made the **Regionwide Research Congress 2017** a successful event for teachers and administrators. Likewise, we congratulate the Schools Division Offices and researchers whose proposals have qualified for funding through the **BASIC EDUCATION RESEARCH FUND (BERF)**, during the first call.
2. For updates, the 1st cycle of submissions reached a total of 111 proposals. However, only 105 were qualified for BERF.
3. The 2nd Cycle is now open for submission starting **February 10, 2017** at the Policy, Planning and Research Division (PPRD), Room 205.
4. Please refer to DepEd No. 43, S. 2015, which is also known as **Revised Basic Education Research Fund**, and DepEd Order No. 4, S. 2016 on **Amendments to the Revised Basic Education Research Fund** for the guidelines and mechanics. These DepEd Orders are available on-line at www.deped.gov.ph, for your easy access and reference.
5. Moreover, we invite once again researchers, scholars and authors to submit their original and extended research for publication in the 2017 issue of the **Manyuskrip**, with the theme, **TRANSFORMING PEDAGOGY THROUGH CLASSROOM-BASED ACTION RESEARCH**.

DIVISION OF CITY SCHOOLS

RECEIVED Am
 DATE 2/17/17
 TIME 8:22 AM
CITY OF MUNTINLUPA

EDITORIAL POLICY OF MANYUSKRIP 2017

This policy describes guidelines in the publication process of the journal in the

As in the previous releases, all papers should have been subjected to **peer review** before submitting for publication, which is free of charge for public and private schools and Schools Division Offices (SDO).

Review is an important aspect of the publication process of a scholarly research paper. It

Attached is a copy of the **EDITORIAL POLICY** which includes the research mechanics, format and style of publication.

6. Research proposals must be sent as email attachment (in Microsoft word), (1) copy in rewritable DVD and in hardcopy (2 copies) to: **Maria Elena Remollino**, Statistician 1, mariaelena.remollino@deped.gov.ph and pprdnrc@gmail.com on or before **March 2, 2017**.

While for publication, the same number of copies of articles are required

for submission to Karleen D. Zambas, managing editor of the journal, pprdnrc@gmail.com and karzambas@gmail.com on or before **April 25, 2017**.

SDOs are also encouraged to submit photos with captions and write up of School and Division research activities conducted for 2017.

7. For other queries, please address them to **Dr. Warren A. Ramos**, Regional Supervisor, PPRD and Coordinator of Regional Research, Innovation and Development Committee (RRIDC), at Tel. No. (02) 928-01-04, E-mail: profwarrenramos@gmail.com
8. Immediate and wide dissemination of this Memorandum is desired.

The RRIDC will return the paper if there are corrections (Summary of corrections signed by the head of the committee). Next, the researcher will submit the corrected paper to the RRIDC to check if the necessary corrections were made. If the recommendation was complied then the RRIDC will forward the paper to the Schools Division Superintendent (SDS).

WILFREDO E. CABRAL

OIC-Office of the Assistant Regional Director
Schools Division Superintendent
Officer-In-Charge

In the Regional Level, the Regional Research, Innovation and Development Committee (RRIDC) will subject the paper to the final review process by the associate editors using the rubrics. If there were no corrections, this will be submitted to the layout artist. After that, the Editorial Board together with the RRIDC decides on the article for publication. The final draft of the printed journal will be quality assured by an external partner. Prior to the printing of the second draft, the Memorandum of Agreement (MOA) will be submitted by the authors to assure that high ethical considerations were approved. Upon submission

EDITORIAL POLICY OF MANYUSKRIP 2017

This policy describes guidelines in the publication process of our journals in the Department of Education-National Capital Region (DepEd-NCR). Specifically, Academic Journals adopts and strive to adhere to the following standards and requirements based on the DepEd Orders and Memoranda:

Review is an important aspect of the publication process of a scholarly research paper. It helps the editors in making decisions on an article and also enables the author to improve the manuscript. The research journal in DepEd NCR operates a bureaucratic review process.

First, the research proposal will be presented to the School Research Committee (SRC). If approved, the SRC will give a recommendation to continue the proposal. If necessary, the SRC may recommend a coach to monitor and assist the researcher/s till the end of conducting a research. In terms of funding, the SRC may recommend the proposals for funding and submits it to the Division Office Research Committee (DORC) in the Schools Division Office (SDO). For the accomplished researches submitted in the DORC, the author(s) identity is removed from the manuscript and shielded from the appointed DORC reviewers during the review process.

The reviewer is left with only the manuscript without any information that might enable him/her uncovers the identity of the author(s). Information removed includes the author(s) name, address/affiliation, country, phone/fax and email.

Any information in the manuscript that may lead to the uncovering of the identity of the author is also removed from the manuscript prior to sending it to reviewers. The DORC may use the research assessment tools attached in the DO No. 6, S. 2016 and in DepEd Research Journal 2015 Edition or use their own evaluation tool provided that the researchers were informed by the SDO on how the research will be evaluated and what tools will be used.

The DORC will return the paper if there are corrections (Summary of Corrections signed by the head of the committee). Next, the researcher will submit the revised paper to the DORC to check if the necessary corrections were made based on the summary. If the recommendation was compiled then the DORC will endorse it to the DepEd-NCR Research, Innovation and Development Committee (RRIDC)- signed by DORC head and Schools Division Superintendent (SDS).

In the Regional Level, the Regional Research Innovation and Development Committee (RRID) will subject the paper to the final review process by the associate editors using the rubrics. If there were no corrections, this will be submitted to the layout artist. After these, the Editorial Board together with the RRDIC decides on the article for publication. The first draft of the printed journal will be quality assured by an external partner. Prior to the printing of the second draft, the Memorandum of Agreement (MOA) will be submitted by the authors to ensure that high ethical considerations were observed. Upon submission

of MOA, the author will receive a certificate of publication. Finally, the Research journal will be published in print and online for dissemination.

Retraction

The "manyuskrip" editorial board has the right to remove a published article from the journal due to post publication discovery of fraudulent claims by the research, plagiarism or serious errors of methodology which escaped detection in the quality assurance process. Any complaints that the Regional Office received from the third party on any grounds validated by the manyuskrip: The Official DepEd NCR Research Journal editorial office trigger the retraction but only after the writer has been notified and allowed to present his side in compliance to due process.

Conflict of Interest

The Journal will only publish articles after the author (s) have confirmed through Memorandum of Agreement that they have disclosed all potential conflict of interest.

Guide for Authors

1. Organize the manuscript following these major headings: Endorsement of SRC/DRC, Title, Author/s, e-mail address, Abstract, Introduction, Methods, Results and Discussion, Conclusions & Recommendations and References.
2. Spell out acronyms in the title and the first time these were mentioned in the article.
3. Spell out numbers from one to ten, except when used in tables and lists, and when used in units of measurement, mathematical and statistical units.
4. Manuscript, in MS Word format, must be submitted electronically to pprdncr@gmail.com
5. It should be concise and generally not to exceed 7,000 words, single-space.
6. All pages of the manuscript, including tables and references, should be serially numbered in Roman numerals except for subsections.
7. Specifications of the research are: Page size: 8.5" X 11" (letter size), Side margins: Top and bottom 1.75" and right 2.00", Abstract work count is 200-250 words and single-space, there must be at least five key words- discipline of the study, concepts of the study, methods, key performance indicator/ key result area, and data analysis.
8. Introduction section of the research must contain the rationale of the study-trends, issues, gaps statement of the problem, scope and limitations, literature review and theoretical/ conceptual framework.
9. For the Methods section, the research design must be clearly described such as the participant/ respondents, population and sampling, locale of the study, instrument used, data gathering procedures, ethical considerations and data analysis.

10. Conclusions should briefly answer the statement of the problem or the objectives of the study. They are not repetitions of the result and discussions but are the decision made from the findings of the study.

11. Recommendations must contain the actions that future researchers should take as a result of the study. A well-thought-out set of recommendations are aligned to the benefactors of the study which are stated in the rationale or significance of the study section.

12. Appendices shall include the endorsement letter from Schools Division Superintendent, Principal, Sample research instrument/s, Financial statement and statistical matrix (if there is any)

13. For the references or literature cited, use the American Psychological Association Manual (APA) latest edition format.

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RELEASED
DATE 2/28/17

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Attached is Regional Memorandum No. 29 s. 2017 dated February 8, 2017, on the above subject, copies of which are self-explanatory, for the information and guidance of all concerned.

Very truly yours,
This Memorandum is directed.

MAURO C. DE GILAN, Ed. D.
Schools Division Superintendent