



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools
Division Superintendent

September 19, 2025

DIVISION MEMORANDUM

No. **644**, s. 2025

**CALL FOR SUBMISSION OF ACTION RESEARCH PROPOSALS FOR THE
FISCAL YEAR 2026 POLICY AND RESEARCH PROGRAM**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

1. Attached is the Regional Memorandum, no. 0932, s. 2025, titled, **Call for Submission of Action Research Proposals for the FY 2026 Policy and Research Program**, which is self-explanatory.

2. The following schedules are to be observed:

Research Activities	Time frame
Submission of Action Research (AR) Proposals to the District Research Committee for initial evaluation	Sept 19, to October 9, 2025
Submission of district evaluated AR Proposal/s to the Schools Division Research & Innovation Committee (SDRIC) for evaluation and validation	October 10 to 17, 2025
SDRIC Evaluation	Oct. 20 to Nov. 14, 2025
Submission to the Regional Research Committee (RRC)	Nov. 17 – 21, 2025

3. Each district shall submit at **least one (1) Action Research (AR) Proposals** to the SDRIC thru the SGOD – Planning & Research Section either a Teaching and Learning and/or Literacy and Numeracy (classroom-based research) by the *teaching personnel*, or support programs (school-based/district-based research), and/or organizational development (SDO-based/office-based) to be conducted by *teaching-related and non-teaching personnel* in support of strengthening enabling mechanisms for governance, internal processes, and educational management.

4. AR Proposals must strictly follow the prescribed outlined/forms stipulated by the Region Office VII in this link, **<https://tinyurl.com/Research-Forms-Materials>**.

5. Widest and immediate dissemination is desired.


FAY C. LUAREZ EdD, PhD TM, CESO VI
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM

No. **0932** s. 2024

**CALL FOR SUBMISSION OF ACTION RESEARCH PROPOSALS
FOR THE FY 2026 POLICY AND RESEARCH PROGRAM**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Regional Office Functional Division (FD) Chiefs
All Others Concerned

1. Pursuant to DepEd Order No. 16, s. 2017, *Research Management Guidelines*, this Office, through the Policy, Planning, and Research Division (PPRD), in close coordination with the Regional Research Committee (RRC) and in collaboration with the Schools Division Research and Innovation Committees (SDRICs), hereby announces the **Call for Submission of Action Research (AR) Proposals** for the **FY 2026 Policy and Research Program**, from **September 16 to October 31, 2025**. The corresponding schedule of evaluation and validation is as follows:

Research Activities	Timeframe
SDRIC Evaluation	October 16 - November 14, 2025
RRC Validation	November 17 - December 15, 2025

2. In addition, each SDRIC is required to submit **five (5) AR proposals**: three (3) in Teaching and Learning and/or Literacy and Numeracy (classroom-based research) to be conducted by *teaching personnel* to ensure improved assessment data and two (2) support programs (school-based/ district-based) or organizational development (SDO-based/RO-initiated/office-based) AR studies to be conducted by *teaching-related* and *non-teaching personnel*, in support of strengthening enabling mechanisms for governance, internal processes, and educational management.

3. Moreover, the AR Proposals must strictly follow the prescribed outline stipulated in the institutional format of DepEd Region VII-Central Visayas, *Supplemental Writing Resources for Innovative Teaching and Engaging Strategies* (SWRITES): *A Simplified Research Guide in Crafting AR Proposals*, with the following **documentary requirements**:

- Action Research Proposal
- Action Research Questionnaire/ Tool
- Work Plans and Timelines for Research Implementation
- Cost Estimates for Action Research Implementation
- Plans for Dissemination, Utilization, and Advocacy
- Transmittal Letter for Research Implementation
- Application Form and Endorsement of Immediate Supervisor/s of the Proponent/s
- Declaration of Anti-Plagiarism Form
- Declaration of Absence of Conflict of Interest Form
- Research Proponent/s' Profile



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DepEd Tayo Region VII



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4. Recommended AR proposals for the FY 2026 Policy Research Program must be duly endorsed by the **Schools Division Superintendent (SDS)** for SDO proponents or by the **Functional Division Chief** for Regional Office proponents.
5. The Schools Division Research and Innovation Coordinators and/or Senior Education Program Specialists for Planning and Research Unit are requested to upload the softcopies of the SDO-approved AR Proposals and complete documentary requirements (MS Word and PDF), with electronic signatures and attachments via this link: <https://bit.ly/BERF2026-ARProposals>. The file to be uploaded shall follow this filename format: SDO_Name of Lead Proponent, e.g. (SDO-Bohol_She Writes) or PPRD7_She Writes.
6. Prospective PRP-BERF 2026 grantees are likewise requested to prepare PowerPoint presentations of their AR proposals, following the prescribed format. The specific schedule of presentations per SDO will be issued in a separate memorandum.
7. All expenses related to this activity shall be charged to Regional/Division MOOE, Local Funds, or PRP 2026 Support Funds, subject to existing accounting and auditing rules and regulations.
8. In line with the 2026 Research Management (RM) Cycle, the Regional and Division TWG/Secretariat members shall visit SDOs and/or schools for dissemination initiatives, capacity-building activities on proposal writing and funding opportunities, and other related research advocacies.
9. For inquiries, please contact the **Policy, Planning, and Research Division (PPRD)**, DepEd Regional Office VII, Government Center, Sudlon, Lahug, Cebu City via email at **pprd.ro7@deped.gov.ph**.
10. Immediate and wide dissemination of this Memorandum is directed.


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

STJ/FYA/PPRD/MLB/smtc



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