



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

06 AUG 2026

DIVISION MEMORANDUM

No. 360, s. 2026

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 263, s. 2026
TITLED CALL FOR RESEARCH PROPOSALS TO BE FUNDED BY THE BASIC
EDUCATION RESEARCH FUND (BERF) FOR FY 2027**

To: Assistant Schools Division Superintendent
OIC, Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. To ensure the orderly submission and screening of research proposals for the Basic Education Research Fund (BERF) FY 2027, the following amendments and additional guidelines to Division Memorandum No. 263, s. 2026 are hereby issued for the information and guidance of all concerned:

- a. The deadline for the submission of hard copies of BERF research proposals to the Schools Division Office is extended from **August 7, 2026**, to **August 12, 2026**.
- b. All proponents shall use the **revised Approval Sheet template**, attached as Enclosure 1 to this Memorandum, which supersedes the Approval Sheet previously attached to Division Memorandum No. 263, s. 2026.
- c. Before submission to this Office, all hard-copy research proposals shall undergo initial screening by the **District Research Committee (DRC)**. An accomplished Appraisal Form must be attached to each proposal as proof of district screening, except for proposals directly initiated or identified by the **Schools Division Research Committee (SDRC)**.
- d. Prior to the submission of hard copies, the District Research Secretariat shall encode the details of researchers whose proposals passed the initial screening via **<https://tinyurl.com/2027ApprovedBERFProposals>**. Subsequently, the DRC shall endorse and submit hard copies of these qualified proposals to the Schools Division Office on or before August 12, 2026.
- e. Proponents whose proposals passed initial screening shall also upload a soft copy of their BERF research proposal via **<https://tinyurl.com/BERFProposals2027>** in Microsoft Word (.doc or



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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.docx) format using the prescribed filename format:
SDOCapiz_Surname_First Name_Middle Name.

2. Immediate dissemination of and compliance with this Addendum is desired.

ROEL F. BERMEJO

Schools Division Superintendent 

Encl.: As stated
References: SDM 263, s. 2026

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

COMMITTEE

FUNDS

POLICY

RESEARCH

PROPOSALS



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Enclosure No. 1 to Division Memorandum No. 360, s. 2026

Action Research Proposal
(for Instructional/Curricular Action Research)

TITLE

Prepared by:

Position
School
District

Noted:

Public Schools District Supervisor

Recommending Approval:

AILEEN MAY F. ISIDERIO, EdD
Senior Education Program Specialist, Research & Planning

Education Program Supervisor in _____

MERLIE J. RUBIO, EdD
OIC-Chief – Curriculum Implementation Division

LUZ U. BANSON, EdD
Assistant Schools Division Superintendent

Approved:

ROEL F. BERMEJO
Schools Division Superintendent



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Action Research Proposal
(for Operational/Management Action Research)

TITLE

Prepared by:

Position
School
District

Noted:

Principal _____

Public Schools District Supervisor

Recommending Approval:

AILEEN MAY F. ISIDERIO, EdD
Senior Education Program Specialist, Research & Planning

EDNA B. AZCARRAGA, PhD
OIC-Chief – School Governance and Operations Division

LUZ U. BANSON, EdD
Assistant Schools Division Superintendent

Approved:

ROEL F. BERMEJO
Schools Division Superintendent



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Basic Research Proposal
(for Instructional/Curricular Action Research)

TITLE

Prepared by:

Position
School
District

Noted:

Principal _____

Public Schools District Supervisor

Recommending Approval:

AILEEN MAY F. ISIDERIO, EdD
Senior Education Program Specialist, Research & Planning

Education Program Supervisor in _____

MERLIE J. RUBIO, EdD
OIC-Chief – Curriculum Implementation Division

LUZ U. BANSON, EdD
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Basic Research Proposal
(for Operational/Management Action Research)

TITLE

Prepared by:

Position
School
District

Noted:

Principal _____

Public Schools District Supervisor

Recommending Approval:

AILEEN MAY F. ISIDERIO, EdD
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