**General Instructions:**

* Please fill out the requested information.
* Print the MOA and sign the last page. E-signatures are not allowed.
* Submit the MOA together with all the other required forms to PPRD of the Regional Office.

|  |  |
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| This Memorandum of Agreement (MOA) is entered into in the | Choose an item: |
| Philippines by and between: | *Location* |

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| --- | --- | --- | --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | of | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Choose an item: |
| *Name of Grantee* | |  | *School/Office* |  | *Division* |
| Region IV-A, from | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
|  | Address | | | | |
| hereinafter referred to as **GRANTEE.** | | | | | |

and

**DEPARTMENT OF EDUCATION - CALABARZON** with office address at **Gate 2, Karangalan Village, Cainta, Rizal**, represented by the chairman of the Research Committee, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, hereinafter referred to as **DEPED CALABARZON.**

**WITNESSETH**

**WHEREAS**, DEPED CALABARZON aims to promote an environment conducive to the ideal of evidence-based decision-making through the conduct of various research initiatives across all governance levels;

**WHEREAS**, DEPED CALABARZON has instituted the Basic Education Research Fund (BERF) as a funding facility for potential research studies to be conducted by eligible DepEd personnel;

**WHEREAS**, DEPED CALABARZON has evaluated and approved all submitted research proposals to ensure the quality and relevance of potential research studies and has informed the research proponents of the results of the evaluation;

**WHEREAS**, the research proponent, now known as the “GRANTEE”, has been oriented on the systems and processes of the BERF facility.

NOW, THEREFORE, DEPED CALABARZON AND the GRANTEE (collectively known as the PARTIES) agree as follows:

**ARTICLE I**

**SCOPE AND DURATION OF THE AGREEMENT**

Section 1.1 All the activities in the approved research proposal to be conducted

|  |  |  |
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| will be | Choose an item. | in scope. The work plan of the approved research |
|  | *Scope* |  |
| proposal is attached as Annex 1 of this agreement. | | |

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| Section 1.2 The implementation of the research study will last for |  |
|  | *Duration (in months)* |
| as approved. |  |

Section 1.3 Any deviation from the original and approved research proposal will be immediately communicated to the **Regional Research Committee** by the GRANTEE. All major changes warrant the approval of the Research Committee. The approved research topic cannot be changed by the GRANTEE at any point during the study.

Section 1.4 In the event that the GRANTEE sees the need for an extension, a letter of request for extension with justification will be submitted to the [insert research committee]. Valid reasons for extension which will be decided by the [insert research committee] include illness of the grantee, calamities, disasters, and other extenuating circumstances. The request of extension will be approved provided there will be no additional cost to DEPED. The GRANTEE will be allowed **1 year** **of extension as per Research Management Guidelines.**

Section 1.5 In cases where unforeseen circumstances force the cessation of the implementation of the research, the GRANTEE shall write a letter to the Research Committee with justification and documentary support.

**ARTICLE II**

**OBLIGATIONS OF THE PARTIES**

Section 2.1 The total cost of the approved research proposal is **\_\_\_\_\_**. DEPED CALABARZON will release payment to the GRANTEE in Choose an item. provided that the GRANTEE will submit all the expected outputs. The table of deliverables per tranches is outline in Annex A of this MOA.

Section 2.2 The GRANTEE will be responsible for the following:

(a) conduct the research as approved in his/her research proposal;

(b) submit all the required outputs to DEPED CALABARZON as per

approved timeline;

(c) ensure that the conduct of research will follow the highest standards of ethics to protect our learners and the community;

(d) disclose any conflict of interest (possible or actual) that may arise during the conduct of the research;

(e) ensure that all funds provided will be spent as per approved cost estimates; and

(f) disseminate completed research on appropriate venues

Section 2.3 DEPED CALABARZON will be responsible for the following:

(a) ensure the timely release of research funds for the GRANTEE;

(b) evaluate thoroughly the submitted deliverables of the GRANTEE;

(c) provide technical assistance to the GRANTEE as per monitoring and evaluation results and as requested by the GRANTEE;

(d) monitor the progress of the research proposal;

(e) conduct due diligence in evaluating and approving deliverables;

and

(f) assist in providing venues for dissemination of the completed research

**ARTICLE III**

**SPECIAL PROVISIONS**

Section 3.1 **Authorship and Ownership.** The GRANTEE will be the sole author of the research. (*The study funded under BERF will be co-owned by the author/s and DepEd.*) Written permission from the **Regional Research Committee** is required when the research will be presented in research conferences, forums, and other related events, or be published in research journals and bulletins. Also, in these presentations or publications, the GRANTEE must duly acknowledge the funding source/s for the study.

Section 3.2 **Plagiarism, Fraud, and Conflict of Interest**. The GRANTEE will ensure that the research proposal and final report submitted are original works. Appropriate referencing and citation must be included in the submitted deliverables. Further, the GRANTEE will ensure that there will be no conflict of interest during the conduct of the research. The GRANTEE has submitted declarations of anti-plagiarism and absence of conflict of interest (please see attached).

Any act of fraud and plagiarism will be dealt with accordingly. Further, if the GRANTEE committed plagiarism or any form of fraud, s/he will be blacklisted from availing any other research grant mechanism in the Department.

Section 3.3 **Failure to Complete Research Proposal**. In the event that the GRANTEE failed to complete and submit the deliverables, the research proponent will be required to return the total amount of research fund s/he has received during the course of the implementation.

Section 3.4 **Effectivity and Termination of MOA**. The MOA will take effect on the date of signature of both the GRANTEE and DEPED CALABARZON and will end upon the submission of all deliverables and release of the funds. This MOA shall also be terminated under sections 1.5, 3.2, and 3.3 or any circumstances that will lead to the non-completion of the research.

IN WITNESS WHEREOF, the parties have affixed their signatures on **\_\_\_\_\_\_\_\_\_**at **\_\_\_\_\_\_\_.**

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| GRANTEE | DEPED |
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|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| BERF Grantee | Research Committee Chair |
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| WITNESSED BY: | WITNESSED BY: |
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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Research Committee Co-Chair | BERF Coordinator |