



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. **386**, s. 2023

September 7, 2023

**RESEARCH MANAGEMENT: PROVISION ON CHANGES AND EXTENTION FOR APPROVED  
ACTION RESEARCH STUDIES UNDER BERF 2023**

To: Assistant Schools Division Superintendent  
Chiefs, CID, SGOD  
Education Program Supervisors  
BERF 2023 Grantees  
All other Concerned

1. This Office through the School Governance Operation Division (SGOD) hereby disseminates the content of Regional Memorandum No.0613s, 2023 dated August 24, 2023 **Provisions on Changes and Extension for Approved Action Research Studies under the Basic Education Research Fund (BERF) 2023 Program** per announcement of the Policy, Planning, and Research Division (PPRD).
2. In specific, provision on changes and/or extension in the research shall be facilitated through letter request(s) to address to the relevant research committee detailing the changes made which shall be further evaluated for approval.
3. In addition, in the event that the grantee sees the need for extension, a letter of request for extension with justification must be submitted to the chair of the relevant research committee. Relative to this, the duration of the extension shall be assessed and decided by the Research Committee. Granted extension shall not exceed one (1) year.
4. For more details, the concerned grantee(s) and research manager(s) are further directed to read the provision stated in DepEd Order No.16, s. 2017, "Research Management Guidelines" or RMG.
5. For inquiries, kindly contact the Policy, Planning and Research Division (PPRD) loc.734 or email us at [pprd.ro7@deped.gov.ph](mailto:pprd.ro7@deped.gov.ph).
6. For the information and proper guidance of all concerned.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

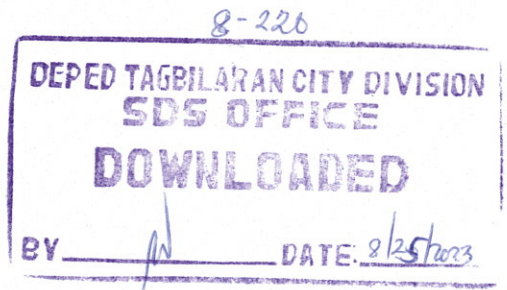
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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS



**Policy, Planning, and Research Division**

REGIONAL MEMORANDUM


No. **0613**, s.2023

AUG 24 2023

**RESEARCH MANAGEMENT: PROVISION ON CHANGES AND EXTENSION  
FOR APPROVED ACTION RESEARCH STUDIES UNDER BERF 2023**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Policy, Planning, and Research Division (PPRD) hereby announces the **Provision on Changes and Extension for Approved Action Research Studies under the Basic Education Research Fund (BERF) 2023 Program**.
2. In specific, provision on changes and/or extension in the research shall be facilitated through letter request(s) to be addressed to the relevant research committee detailing the changes made which shall be further evaluated for approval.
3. In addition, in the event that the grantee sees the need for extension, a letter of request for extension with justification must be submitted to the chair of the relevant research committee. Relative to this, the duration of the extension shall be assessed and decided by the Research Committee. Granted extensions will not exceed one (1) year.
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5. For the information and proper guidance of all concerned.

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

STJ/FYA/PPRD/BDT/smtc



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