



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. **406**, s. 2023

September 18, 2023

**RESEARCH MANAGEMENT: PROVISION OF TECHNICAL ASSISTANCE (TA) TO BASIC
EDUCATION RESEARCH FUND (BERF) 2022 & 2023 GRANTEES**

To: **Assistant Schools Division Superintendent
Chiefs, CID, SGOD
Education Program Supervisors
BERF 2022 & 2023 Grantees
All other Concerned**

1. Relative to RM 0512, s. 2023 on Progress Monitoring of Approved Research Studies, this Office, through the Policy, Planning, and Research Division (PPRD) in coordination with the SDO's Planning and Research Unit (PRU) hereby announces the Provision of Technical Assistance (TA) to BERF 2022 and 2023 Grantees by DepEd ROVII's Research Manager and RRC Secretariat Members and/or SDO Research Managers and SDRC Secretariat Members on September 11-15, 2023, in person and/ or remotely on SDOs, schools, or CLCs.
2. The initiative aims to streamline PPRD's Project CAREs: Committed to Assist Research Enthusiasts by providing necessary technical guidance or academic advice to BERF grantees on the preparation of documentary requirements for the (i) completion of research funds. This is also a relevant support structure and mechanism of the Research Management Cycle after the successful conduct of the call for research proposals, evaluation of proposals, notification of results, progress monitoring of research implementation, and provision on changes and extension. Correspondingly, the said activity also targets to inform grantees of available platforms where they can disseminate their research as well as advise them on how to package their research for dissemination and how to utilize their research results.
3. All expenses incurred relative to the conduct of the said activity shall be charged to Regional/ Division MOOE/ local funds and/ or BERF 2023 First/ Last Tranches Grant, all subject to the usual accounting and auditing rules and regulations.
4. For clarifications or queries, kindly contact the Policy, Planning, and Research Division (PPRD) loc. 734 or email us at pprd.ro7@deped.gov.ph.
5. For the information, guidance, and compliance of all concerned.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAL/SGOD/MCC/mapd



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

Person(s) Involved	Research Deliverables/ Outputs	Forms/ Templates; Issuances/ References	REMARKS	
			Complied	Not Complied
SDO Research Managers	<i>For Submission:</i>			
	SDRC Composition/ Recomposition	RM 0646, s.2023 DO 16, S.2017		
	Submission of the List of Research Outputs for Compilation and Inclusion in Research Database System	RM 0611, s.2023		
	M&E Report and Process Assessment of the Research Mngt Cycle	RM 0616, s.2023 (RO-PPRD-F035)		
	<i>For DM Issuance:</i>			
	Publication of Research Proposals and Reports in the Research and Development (R&D) Portal	RM 0612, s.2023		
	Utilization of Research Resources	RM 0647, s.2023		
	RESEARCH MANAGEMENT: PROVISION OF TECHNICAL ASSISTANCE (TA) TO BASIC EDUCATION RESEARCH FUND (BERF) 2022 & 2023 GRANTEES	RM _____ s.2023		
<i>Progress Monitoring Report</i>	RO-PPRD-F019			
<i>TA Plans and Report</i>	RO-PPRD-F-020			
BERF 2023 Grantees	Provision on Changes and Extension for Approved Action Research Studies under BERF 2023	RM 0613, s.2023 (RO-PPRD-F021-023)		
	Submission and Acceptance of Deliverables per Research Exploration Development Expenses and BERF Monitoring Report	RM 0614, s.2023 (RO-PPRD-F026) Liquidation Report (RO-PPRD-F038) Progress Report (RO-PPRD-F039) AR Report (RO-PPRD-F042) Catch-up Plan		
	AR Proposals (RO-PPRD-F036)	(RO-PPRD-F007-016) Documentary Attachments		
BERF 2022 Grantees	Cert. of Research Implementation Cert. of Res. Results' Dissemination Cert. of Research Results' Utilization	(RO-PPRD-F027) (RO-PPRD-F028) (RO-PPRD-F029)		
	Submission and Acceptance of Research Deliverables	(RO-PPRD-F026) Liquidation Report (RO-PPRD-F039) AR Report		
	AR Report (RO-PPRD-F039)	(RO-PPRD-F31-032) Assessment Checklist & Compliance Checklist Documentary Attachments		
	Action Plan	(RO-PPRD-F041)		
	Letter Request for Research Presentation & Publication	(RO-PPRD-F043) (RO-PPRD-F044)		