

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

September 26, 2023

REGIONAL MEMORANDUM

No. 964, s. 2023

To: Assistant Regional Director
 Functional Division Chiefs
 Schools Division Superintendents
 All Others Concerned

**SUBMISSION OF BASIC EDUCATION RESEARCH FUND
 (BERF) 2023 DELIVERABLES**

1. Pursuant to DepEd Order No. 16, s. 2017, titled "Research Management Guidelines", the Regional Research Committee (RRC) through the Policy, Planning and Research Division (PPRD) hereby calls for the submission of the Basic Education Research Fund (BERF) deliverables to facilitate the release of the BERF for SY 2023-2024.
2. In line with this, the Regional Research Committee (RRC), indicated in RM 058 s. 2023 – enclosure 3, and the Schools Division Research Committee (SDRC), and the BERF 2023 grantees shall be guided by the dates and activities in **enclosure 1**.
3. All final output shall have a signed Quality Control Checklist (QCC) from the SDRC. Please see **enclosure 2** for the detailed deliverables and **bit.ly/BERFFormat** for the format of the final output.
4. For questions and clarifications, please contact Mr. Jai Emas, through this email address: research.ncr@deped.gov.ph.
5. Wide dissemination of and compliance with this Memorandum is desired.

WILFREDO E. CABRAL, CESO III
 Regional Director

Encl.: As stated
 Reference: DO 16, s. 2017, RM 058 s. 2023
 To be indicated in the Perpetual Index
 RESEARCH EDUCATION

PPRD/JAI – Submission of Basic Education Research Fund 2023 Deliverables
 September 26, 2023



Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>

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Enclosure 1: BERF 2023 Deliverables Schedule

Date & Time	Activity	Person Responsible	Where to Submit/Find
October 6, 2023	<ul style="list-style-type: none">Due date for the submission of Action Research Final Output to DRCDue date for the submission of Basic Research 2nd Deliverables to DRC	Research Grantees	Submit to your Division Research Coordinator
October 17, 2023	<ul style="list-style-type: none">Due date for the Uploading of Reviewed Final Output with signed QCC of Action Research and encoded in the Google SheetDue date for the Uploading of 2nd Deliverables of Basic Research	DRC	Google Drive bit.ly/BERF2023Output
October 18 to 23, 2023	Review and evaluation of the submitted Final Output and 2 nd Deliverables	RRC and PPRD Secretariat	Google Sheet Link bit.ly/BERF2023Submissions
October 25, 2023	Release of Certificate of Acceptance	PPRD Secretariat	
October 26, 2023	Release of Payroll from PPRD	PPRD Secretariat	
March 8, 2024	Due date for the submission of Basic Research Final Output to DRC	Research Grantees	Submit to your Research Coordinator
March 19, 2024	Due date for the Uploading of Reviewed Final Output with signed QCC of Basic Research and encoded in the Google Sheet	DRC	Google Drive bit.ly/BERF2023Output
March 20 to 26, 2024	Review and evaluation of the submitted Final Output of Basic Research	RRC and PPRD Secretariat	Google Sheet Link bit.ly/BERF2023Submissions
April 2, 2024	Release of Certificate of Acceptance	PPRD Secretariat	
April 5, 2024	Release of Payroll from PPRD	PPRD Secretariat	



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Enclosure 2: BERF 2023 Deliverables

All Action and Basic Research Final Output shall include the following:

1. Complete manuscript in WORD and PDF format (bit.ly/BERFFormat)
 - a. Soft Copy uploaded in this Google Drive: bit.ly/BERF2023Output by the DRC
 - i. Create a folder for Action Research (AR) and Basic Research (BR)
 - ii. Create a Researcher's Folder within the AR and BR folder in this format:
BERF2023_Last Name of Researcher
e.g. BERF2023_Javier
 - b. 1 Hard Copy submitted to the Policy, Planning and Research Division (PPRD)
2. Abstract in IMRAD format with Reflections in MS WORD format based on RM 774 s. 2023 enclosure 2: Sample Abstract
 - a. Upload the file in the Researcher's Folder
 - b. Filename in this format: BERF2023_Abstract_Last Name
e.g. BERF2023_Abstract_Javier
3. Accomplished Quality Control Checklist
 - a. Prepared by – signed by a member of the Schools Division Research Committee
 - b. Approved by - signed by a member of the Regional Research Committee
 - c. Upload the file in the Researcher's Folder
 - i. Filename in this format: QCC_LastName
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Basic Research Deliverables for the Release of 2nd Tranche

1. Create a Researcher's Folder within the BR folder in this format:
 - i. BERF2023_Last Name of Researcher
2. Create a "2nd Deliverables" folder within the specific Researcher's folder
3. Upload the following documents in PDF and WORD format:
 - a. Data Collection Activities
 - b. Data Analysis in WORD format
 - c. Initial Findings in WORD format
4. Use the same Researcher's folder for the submission of the Final Output



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