



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



February 15, 2024

**REGIONAL MEMORANDUM**

No. 106, s. 2024

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

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

- Attached is Regional Memorandum No. 964, s. 2023, titled “*Submission of Basic Education Research Fund (BERF) 2023 Deliverables.*”
- Reiterating the uploading of the final output by the Division Research Coordinator with signed Quality Control Checklist (QCC) in the “prepared by” section until **March 19, 2024**. Kindly ensure that uploaded files were reviewed and complete as mentioned in **enclosure no. 2: BERF 2023 Deliverables**. Submission after this date will not be accepted and considered incomplete. Researchers with incomplete submission must return the received funding with an explanation to RO CASH Unit.
- Wide dissemination of and compliance with this Memorandum is desired.

**JOCELYN DR. ANDAYA**  
 Director IV

Encl.: As stated  
 Reference: DO 16, s. 2017, RM 058 s. 2023, RM 964 s. 2024  
 To be indicated in the Perpetual Index  
 RESEARCH EDUCATION

PPRD/JAI – *Reiteration on the Submission of Basic Education Research Fund 2023 Deliverables*  
 February 15, 2024



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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](http://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](mailto:research.ncr@deped.gov.ph).
5. Wide dissemination of and compliance with this Memorandum is desired.

  
**WILFREDO E. CABRAL, CESO III**  
Regional Director

Enc: 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



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**Enclosure 1: BERF 2023 Deliverables Schedule**

<b>Date &amp; Time</b>	<b>Activity</b>	<b>Person Responsible</b>	<b>Where to Submit/Find</b>
October 6, 2023	<ul style="list-style-type: none"><li>• Due date for the submission of Action Research Final Output to DRC</li><li>• Due date for the submission of Basic Research 2<sup>nd</sup> Deliverables to DRC</li></ul>	Research Grantees	Submit to your Division Research Coordinator
October 17, 2023	<ul style="list-style-type: none"><li>• Due date for the Uploading of Reviewed Final Output with signed QCC of Action Research and encoded in the Google Sheet</li><li>• Due date for the Uploading of 2<sup>nd</sup> Deliverables of Basic Research</li></ul>	DRC	Google Drive <a href="https://bit.ly/BERF2023Output">bit.ly/BERF2023Output</a>
October 18 to 23, 2023	Review and evaluation of the submitted Final Output and 2 <sup>nd</sup> Deliverables	RRC and PPRD Secretariat	Google Sheet Link <a href="https://bit.ly/BERF2023Submissions">bit.ly/BERF2023Submissions</a>
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 <a href="https://bit.ly/BERF2023Output">bit.ly/BERF2023Output</a>
March 20 to 26, 2024	Review and evaluation of the submitted Final Output of Basic Research	RRC and PPRD Secretariat	Google Sheet Link <a href="https://bit.ly/BERF2023Submissions">bit.ly/BERF2023Submissions</a>
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](https://bit.ly/BERFFormat))
  - a. Soft Copy uploaded in this Google Drive: [bit.ly/BERF2023Output](https://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  
e.g, QCC\_Javier

**Basic Research Deliverables for the Release of 2<sup>nd</sup> Tranche**

1. Create a Researcher's Folder within the BR folder in this format:
  - i. BERF2023\_Last Name of Researcher
2. Create a "2<sup>nd</sup> 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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