



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

Office of the Schools Division Superintendent

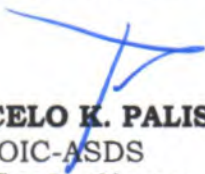
MEMORANDUM

MLA-2023- 03

TO : **DAE P. HABALO, SEPS Planning & Research**
(Through the Public Schools District Supervisor/ School Head)

AIDELYN D. DELA PEÑA, Bindoy 1
MA. CECILIA C. AMORIN, Bindoy 1
KENNETH B. PAEL, NOHS-SHS

FROM : By Authority of the Schools Division Superintendent:


MARCELO K. PALISPIS, EdD, JD
OIC-ASDS
Office In-Charge

SUBJECT : **SUBMISSION OF MANDATORY DELIVERABLES UNDER THE 2022 BERF PROGRAM**

DATE : January 3, 2023

Attached is Regional Memorandum No. 1022, S. 2022 titled *Submission of Mandatory Deliverables Under the BERF 2022 BERF Program*, for the information and guidance of all concerned.

Please refer to the enclosure attached herewith for reference.

Immediate dissemination of this Memorandum is desired.

SPP/ JMA-MKP/SGOD/RBP/dph
01/03/2023



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4 JAN 2023



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

Office of the Regional Director

REGIONAL MEMORANDUM
No. **1022**, s.2022

DEC 22 2022

**SUBMISSION OF MANDATORY DELIVERABLES
UNDER THE 2022 BERF PROGRAM**

To: Schools Division Superintendents
Regional Research Committee
Schools Division Research Committee
Basic Education Research Fund (BERF) 2022 Grantees
All Others Concerned

1. In reference to RM No. 1018, s. 2022 dated December 17, 2022, this Office through the Policy, Planning, and Research Division (PPRD) hereby informs all SDOs concerned on the Submission of Mandatory Deliverables under BERF 2022 by participating teaching and non-teaching personnel.
2. Schedule of submission of mandatory deliverables is given below:

Date	Submission of Mandatory Deliverables
January 3-6, 2023	First Tranche Liquidation Report <i>(Original and Duplicate Copies)</i>
January 3-13, 2023	Research Reports for Oral Presentation <i>(Prepare 3 hard copies for the Panelists)</i> Letter of Extension on the Conduct of Action Research under BERF 2022 <i>(Submit 3 copies to the RRC)</i>
January 30- February 10, 2023	Completed Research Report <i>(Soft/PDF and hard copies)</i> Second Tranche Liquidation <i>(Original and Duplicate Copies)</i>

3. For details, please refer to the enclosure attached herewith for reference.
4. For information and proper guidance.

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

STJ/CAE/PPRD/BDT/smtc



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LIQUIDATION DOCUMENTS FOR FIRST AND SECOND TRANCHES

Submission of the deliverables as indicated in the table below will serve as liquidation documents for on-going and completed action research both in the first and second tranches:

Scope	Tranche	Percentage	Deliverables
Schools/ CLCs	First Tranche	80%	<ul style="list-style-type: none"> • Work Plan • Certificate of Acceptance for the Deliverables • Copy of MOA
	Second Tranche	20%	<ul style="list-style-type: none"> • Final Report • Certificate of Acceptance from the RRC • Copy of MOA

Eligible and Non-Eligible Activities and Expenditures

(DepEd Order No. 16, s. 2017)

For BERF grantees, the research fund will be utilized for the following activities:

- a. Expenses related to the implementation of the approved research proposals which include, but are not limited, to the following:
 - Supplies and materials;
 - Domestic travel expenses;
 - Communication expenses;
 - Reproduction, printing, and binding costs;
 - Food and other incurred expenses during the conduct of research (surveys, FGDs); and
 - Other expenses related to the conduct of research not listed in the non-eligible expenditures
- b. Expenses related to research dissemination

Specifically, the research will NOT be used for the following expenses:

- a. Equipment;
- b. Software;
- c. Salary, overtime pay or honorarium for resource persons, statisticians, and other service providers;
- d. Utilities;
- e. Office rental; and
- f. All overseas travel and all items not included in the approved research proposal

**COMPLETED ACTION RESEARCH TEMPLATE
(RESEARCH REPORT FOR ORAL PRESENTATION)**

Title Page

Abstract

Acknowledgment

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REFERENCES

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