



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- 312

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

5/9/23

SUBJECT : **SUBMISSION OF RESEARCH DELIVERABLES**

DATE : May 8, 2023

Attached is Regional Memorandum No. 0273, S. 2023 titled *Submission of Research Deliverables*, for the information and guidance of all concerned.

Accordingly, this Office forwarded the aforementioned deliverables to the Regional Office on April 25, 2023 in compliance with Regional Memorandum No. 1022, S. 2022 titled Submission of Mandatory Deliverables Under the BERF 2022 BERF Program.

For any questions and clarifications, please contact the SEPS for Planning and Research through dae.habalo@deped.gov.ph.

NCO/ JMA-MKP/SGOD/RBP/dph
05/08/2023

10 MAY 2023



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph



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

Policy, Planning, and Research Division

MAY 04 2023

REGIONAL MEMORANDUM

No. **0273**, s.2023

SUBMISSION OF RESEARCH DELIVERABLES

To: **Schools Division Superintendents**
All Others Concerned

1. Pursuant to DepEd Order No. 16, s.2017 "Research Management Guidelines", this Office through the Policy, Planning, and Research Division (PPRD) hereby informs all SDOs concerned on the **Submission of Research Deliverables** under BERF 2022 by participating teaching and non-teaching personnel.
2. Schedule of submission of research deliverables is given below:

Submission Date	Research Deliverables
May 2-12, 2023	BERF Liquidation Reports <i>(Original and Duplicate Copies)</i>
May 5-15, 2023	Completed Action Research Report <i>(Soft Copy ONLY for Peer-Review Purposes)</i> Quality Control Checklist (QCC) Final Oral Compliance Checklist

3. For details, please refer to Enclosure A (*Liquidation Documents for First and Second Tranches*) and Enclosure B (*Completed Action Research Template*) attached herewith for reference.
4. For other related queries, you may contact the Policy, Planning, and Research Division (PPRD), Department of Education (DepEd) Regional Office VII, Central Visayas, Sudlon, Lahug, Cebu City at telephone number (032) 233-9030 and (032) 414-0263 or through email at pprd.ro7@deped.gov.ph.
5. For the information and compliance of all concerned.


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

STJ/FYA/PPRD/BDT/smtc



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231:1433; (032) 414-7399
Email Address: region7@deped.gov.ph

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



BERF LIQUIDATION REPORT (REQUIREMENTS)

1. Short Folder (8.5" X 11")
2. Folder Label
 - 2.1. Division Name
 - 2.2. School Name
 - 2.3. Research Title
 - 2.4. BERF Year
 - 2.5. Liquidation Tranche (1st Tranche/ 2nd Tranche)
 - 2.6. Name of Researcher/s
 - 2.7. Date submitted to SDRC
3. Endorsement from SDS to the Regional Office
4. LIQUIDATION REPORT
 - 4.1. *Obligation Request and Status (c/o RRC)*
 - 4.2. *Disbursement Voucher (c/o RRC)*
 - 4.3. Summary of Expenses duly signed by Finance/Accounting Representative/SDRC Members
 - 4.3.1. Summary of Expenses (by dates and receipts) take note of the allowable / eligible expenses (DO 16, s 2017)
 - 4.3.2. (The Original Copy of the Official Receipts(OR)/Invoice must be arranged in the order as they appear in the summary of expenses)
 - 4.4. Approved Request of the researcher/s to distribute Research Questionnaires to recipients
 - 4.5. Travel/s
 - 4.5.1. Travel Order (related to research activities)
 - 4.5.2. Itinerary of Travel *please the indicate the specific place* (Signed by the SDS)
 - 4.5.3. Travel Completed by *date / by Itinerary*
 - 4.5.4. Certificate of Appearance/s
 - 4.5.5. Include the following if incurred:
 - 4.5.5.1. Bus Tickets
 - 4.5.5.2. Registration Fee Receipts
 - 4.5.5.3. Accommodation Receipts
 - 4.6. Food/M meal/s/Snacks: *(Itemize of specify the meals and/or snacks purchased)*
 - 4.6.1. For meals involving more than one person, the researcher must include:
 - 4.6.1.1. Attendance Sheet (Name of the recipients and signature) and include the following columns:
 - 4.6.1.1.1. Name of the Division Office
 - 4.6.1.1.2. Name of the School/Office/Unit
 - 4.6.1.1.3. Title of the activity
 - 4.6.1.1.4. Date of the Activity
 - 4.6.1.1.5. Name and Signature (Prepared by) of the Researcher
 - 4.6.1.1.6. Name and Signature (Noted by) of Immediate Supervisor
 - 4.7. Supplies and materials *(Specify or itemize the office supplies and materials purchased)*
Attach ICS and Distribution List as deemed appropriate
 - 4.8. Communication expenses *(Attach the certification and acknowledgment receipt of the load cards)*
 - 4.9. Reproduction, printing, and binding costs
 - 4.10. Official Receipt on the Payment made for Anti-Plagiarism Check of the Research Output
 - 4.11. Memorandum of Agreement (MOA) copy (c/o RRC)
 - 4.12. Certificate of Acceptance (c/o RRC)

NOTE: Subject to usual government accounting and auditing rules and regulations.

Note:

Submit:

1 folder – Original Copy (Part 1 Liquidation Report) and (Part 2 Research Report)

1 folder - Duplicate / Photocopy

Label your envelop:

**REGIONAL RESEARCH COMMITTEE (RRC)
c/o POLICY, PLANNING, AND RESEARCH DIVISION (PPRD)
3rd Floor, DepEd RO7
Sudlon. Lahug, Cebu City 6000**

COMPLETED ACTION RESEARCH REPORT TEMPLATE

Title Page

Abstract

Acknowledgment

Table of Contents

List of Tables

List of Figures

Chapter 1: INTRODUCTION

Context and Rationale

Action Research Question

Innovation, Intervention, and Strategy

Chapter 2: ACTION RESEARCH METHODS

Sampling/ Participants and/or other Sources of Data/Information

Data Gathering Procedure/Methods

Data Analysis

Ethical Considerations

Chapter 3: DISCUSSION OF RESULTS AND REFLECTION

Presentation, Analysis, and Interpretation of Data

Chapter 4: ACTION PLAN

Dissemination and Utilization Report

REFERENCES

APPENDICES

Appendix A. Research Instruments

Appendix B. Financial Reports/ Liquidation

Appendix C. Certificate of Anti-Plagiarism

Appendix D. Certification that the research output has been implemented
by the researcher/s duly issued by the Head of Office

Appendix E. Research Proponent's Profile

Appendix F. Pictorials or Photo Documentations

Appendix G. Other Relevant Research Documents