



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

Barcode/Track Number



**Office of the Schools Division Superintendent**

MEMORANDUM

MLA-2023- 343

TO : **DAE P. HABALO, SEPS Planning & Research**  
**FELIX III D. MOSQUEDA, NIC/Nurse II**  
**JANET L. GADDI, Nurse II**  
**MELANIE MAE O. AUSTERO, Nurse II**

*(Through the Public Schools District Supervisor/ School Heads)*

**NATHANIEL E. LAJOT JR., Sta. Catalina I District**  
**LUZBEE L. ANTOLO, NOHS-SHS**  
**MARK DAVE M. VENDIOLA, NOHS-SHS**

FROM : **NERI C. OJASTRO EdD, CESE**  
 Schools Division Superintendent

SUBJECT : **PROGRESS MONITORING AND PROVISION OF TECHNICAL ASSISTANCE (TA) TO RESEARCH MANAGERS AND BERF 2023 PROGRAM GRANTEES**

DATE : August 7, 2023

Pursuant to the herein attached Regional Memoranda Nos. 0512 & 0524, S. 2023, this Office, through the SGOD Planning & Research section, hereby informs the aforementioned BERF 2023 grantees of their **attendance** in relation to Progress Monitoring and Provision of Technical Assistance (TA) to Research Managers and BERF Grantees for the 3<sup>rd</sup> Quarter of CY 2023, to wit:

Date & Time	Activity	Platform/Venue
August 8, 2023 @2:00PM	Virtual Conference and Provision of Technical Assistance on the Research Implementation and Preparation of First Tranche Financial Report	via Microsoft Teams
August 11, 2023 @7:00AM	Actual Conduct of the Progress Monitoring and Provision of Technical Assistance (TA) to Research Managers and BERF Grantees for the 3 <sup>rd</sup> Quarter of CY 2023 <b>with the Regional Research Coordinator and Regional Statistician</b>	3 <sup>rd</sup> floor Division Conference Room



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

09 AUG 2023

Further, School Heads are requested to issue **Locator Slip** of their participants.

All expenses relative to the conduct of the research activities shall be charged against BERF 2023 funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination and compliance of this Memorandum is desired.

NCO/ JMA-MKP/SGOD/RBP/dph  
08/07/2023



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

**Policy, Planning, and Research Division**

JUL 24 2023

REGIONAL MEMORANDUM

No. **0512**, s.2023

**RESEARCH MANAGEMENT: PROGRESS MONITORING AND PROVISION OF TECHNICAL ASSISTANCE (TA) TO RESEARCH MANAGERS AND BERF 2023 PROGRAM GRANTEES**

To: Schools Division Superintendents  
All Others Concerned

1. The Department of Education (DepEd) Region VII, through the Policy, Planning, and Research Division (PPRD) in close coordination with the Regional Research Committee (RRC) announces the conduct of **Progress Monitoring and Provision of Technical Assistance (TA) to Research Managers and BERF Grantees per Research Management** for the 3rd Quarter of CY 2023.

2. The participants are the Regional Research Coordinator, Regional Statistician, other RRC Secretariat Members/ PPRD Personnel, Division Research Coordinators, and BERF 2023 Program Grantees.

3. The activity aims to monitor and evaluate the SDOs' implementation of research management, both BERF and Non-BERF engagements, as well as provide TA to BERF 2023 Program Grantees in the conduct of their respective research studies. Kindly refer to the following Enclosures for reference and guidance on the conduct of the said engagement:

*Enclosure A - Schedule of Research Visits and Indicative Research Activity Matrix*

*Enclosure B - Research Deliverables of BERF Grantees and Research Managers*

4. Board and lodging, meal expenses, travel and other incidental expenses relative to the conduct of the aforementioned activity shall be charged to Regional/ Division MOOE/ local funds, all subject to the usual accounting and auditing rules and regulations.

5. This Memorandum serves as the Travel Order of participants.

6. For clarifications/queries, kindly contact the Policy, Planning, and Research Division (PPRD) loc. 734 or email us at [pprd.ro7@deped.gov.ph](mailto:pprd.ro7@deped.gov.ph).

7. For the information and compliance of all concerned.

**SALUSTIANO T. JIMENEZ JD, EdD, CSO V**  
Director IV  
Regional Director

STJ/FYA/PPRD/BDT/smtc



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Enclosure B

**PRE-WORK AND RESEARCH DELIVERABLES**

**(Research Deliverables of BERF Grantees and Research Managers)**

**BERF 2023 Program Grantees (Provision of TA in the conduct of Research Studies)**

- Copy of Approved Action Research Proposals
- Compliance Checklists from the Pre-Orals
- Updated Work Plans, Timelines, and Catch-up Plan
- Progress Reports of Research Implementation
- Financial Reports on the First Tranche Liquidation
- Other Research Deliverables for Monitoring and Evaluation

**SDO Research Coordinators (Monitoring and Evaluation of the Research Mngt Cycle)**

- M&E Tools, Reports, and Findings on Research Management
- TA Plans on Research and TA Needs Assessment Results
- Research Output Categorization/ Compilation (BERF 2017-2022)
- Indicative Calendar of Research Activities (CY 2023 and 2024)

## SDO Research Coordinators (Monitoring and Evaluation of the Research Mngt Cycle)

Research Management Cycle			M&E Report	
Phases/Steps	Activities/Engagements	Person(s) Involved	Links/Resources	Deliverables/Outputs
I. Call for Action Research Proposals	Call for AR Proposals (Wide Dissemination of the Call for Proposals in SDOs)	RRC, SDRC, Prospective Grantees	DO 16, s.2017; DO 26, s.2021 PPRD-IM-2023-004; RM 0088.s.2023 DM	Memoranda
	Submission of AR Proposals	RRC & SDRC Secretariat	RM 0151, s.2023	AR Proposals
	Consolidation of (List of) Submitted AR Proposals	RRC & SDRC Secretariat	RM 0186, s.23; RM 0198, s.23	List of Submitted AR Proposals List of Received AR Proposals
II. Evaluation of Proposals	Initial Screening (of AR Proposals against the eligibility requirements)	RRC & SDRC Secretariat PPRD-IM-2023-005 PPRD-IM-2023-009	Assessment Checklist(s): RM 0197, s.2023 RM 0406, s.2023	List of Evaluated AR Proposals Summary of Assessed AR Proposals
	Committee Evaluation (Pre-Oral Presentation)	RRC & SDRC Members BERF 2023 Grantees  PPRD-IM-2023-020	SDRC's Approval/ Trial Criteria Guide DM RRC's Compliance Checklist(s) RM 0226.S23; RM0326.S23 RM 0362, s.2023	Criteria Guide Compliance Checklist(s) Enhanced AR Proposals/ Work Plans
III. Notification of Results	Notice of Approval/ Disapproval	RRC Secretariat BERF 2023 Grantees	RM 0477, s.2023	Letter(s) of Approval/ Disapproval
	MOA Execution and Proponents' Orientation	RD, ARD, FD Chief, RRC, SEPS P&R/ Research Coordinator/ BERF Grantees	RM 0407, s.2023  RM 0408, s.2023	List of Approved AR Proposals MOA Executed
	Submission and Acceptance of Deliverables	RRC Secretariat SEPS P&R/ Research Coordinator/ BERF Grantees	RM 0408, s.2023	AR Proposals/ Work Plan Certificate of Acceptance Copy of MOA
	Release and Liquidation of Funds	RRC Secretariat FinDiv Accountant	RM 0478, s.2023	DV/ OB/ SARO List of Payees
IV. Progress Monitoring	*Tracking the progress of approved researches	RRC Coordinator, SDRC Coordinator, BERF Grantees	RM _____, s.2023 Monitoring Form/ Report	Monitoring Reports
V. Technical Guidance	*Provide TA in the conduct of research studies	RRC & SDRC Secretariat, BERF Grantees	TA Plans on Research; TA Needs Assessment Results	TA Results
VI. Provision on Changes and Extension	Request for Changes	RRC and SDRC Members; RRC & SDRC Secretariat; BERF Grantees	DO 16, s.2017	Letter Request for Changes
	Request for Extension	RRC & SDRC Secretariat; BERF Grantees	DO 16, s.2017	Letter Request for Extension
VII. Submission and Acceptance	Submission and Acceptance of Deliverables	RRC & SDRC Secretariat; BERF Grantees	DO 16, s.2017	Research Report Financial Report
	Final Oral Presentation	RRC, SEPS/RRC, Grantees	DO 16, s.2017	Research Output
VIII. Dissemination and Utilization	Research Categorization Results' Consolidation Research Forum	RRC and SDRC Members; RRC & SDRC Secretariat; BERF Grantees	DO 16, s.2017  DO 26, s.2021	Compilation of Research Outputs (2017-2022) Research Dissemination
	Dissemination of Research Results -Dissemination and discussion of research results in one's governance level -Analysis, consideration, and incorporation of research results to practices -Organization of research conferences/ forums -Publication of research reports	RRC and SDRC Members; RRC & SDRC Secretariat; BERF Grantees	DO 16, s.2017  DO 26, s.2021	Certification of Research Results' Dissemination  Research Congress  Research Publications
	Utilization of Research Results -...to improve learning outcomes and governance processes in respective areas -...through existing mechanisms	RRC and SDRC Members; RRC & SDRC Secretariat; BERF Grantees	DO 16, s.2017  DO 26, s.2021	Certifications of Results Incorporation to Developed Policies, Frameworks, Programs, and Projects, Strategic, Operational, and Mid-term Plans; Training Programs, and Instructional Materials LACs, INSET, SGC, eSIP/ AIP/SRC
	Archiving of Research Reports (Abstracts; BCD, etc)	RRC Secretariat	R&D Google Site, PPRD Portal, DepEd RO7 Website	Archived Articles (Research Reports)
IX. Archival	Archiving of Research Outputs (E-Saliksik)	RRC Secretariat	DO 14, s.2022	Archived (Research Outputs)
	Monitoring and Evaluation of the entire RM Cycle	PPRD-RO SGOD	DO 16, s.2017; DO 26, s.2021 <a href="#">Monitoring and Evaluation Co-Indicative Calendar of RA (2023-2024)</a>	M&E Reports and Findings on Research Management

## MONITORING TOOL/FORM/ REPORT

*As of June 30, 2023*

Region/Division		FY 2023				
		No. of Received Proposals	No of Approved Proposals	No. of Ongoing Research	No. of Completed Research	Total Obligated PRP Funds (FY2023-Current) <i>as of June 30, 2023</i>
<b>Region VII, Total</b>		<b>54</b>	<b>54</b>	<b>54</b>	<b>0</b>	<b>1,000,000.00</b>
1	Bais City	3	3	3		51,000.00
2	Bayawan City	3	3	3		50,000.00
3	Bogo City	3	3	3		50,000.00
4	Bohol Province	3	3	3		50,000.00
5	Canlaon City	3	3	3		50,000.00
6	Carcar City	3	3	3		50,000.00
7	Cebu City	2	2	2		50,000.00
8	Cebu Province	3	3	3		58,507.00
9	Danao City	3	3	3		50,000.00
10	Dumaguete City	2	2	2		50,000.00
11	Guihulngan City	2	2	2		50,000.00
12	Lapu-Lapu City	2	2	2		50,000.00
13	Mandaue City	3	3	3		50,493.00
14	Naga City	2	2	2		40,000.00
15	Negros Oriental	2	2	2		50,000.00
16	Siquijor	3	3	3		50,000.00
17	Tagbilaran City	3	3	3		50,000.00
18	Talisay City	3	3	3		50,000.00
19	Tanjay City	3	3	3		50,000.00
20	Toledo City	3	3	3		50,000.00

*This M&E Tool/ Form/ Quarterly Report is adopted from DepEd CO - PS-PRD*

## TECHNICAL ASSISTANCE (TA) PLAN AND REPORT

Month: \_\_\_\_\_

Office: \_\_\_\_\_

Activity: \_\_\_\_\_

KRA: \_\_\_\_\_

Name of Office/ Unit/ Client/ Position/ Organization	Identified Need/s for TA (attached result of assessment - SAT or another tool)	Technical Assistance Goal (list one goal to be accomplished by the TA provided)	Duration of the TA		TA Techniques / Intervention	Pool of Experts needed (if Necessary)	Handouts / Tools / References / Resources	Expected Output / Result
			Target Date	Estimated Number of Hours				

Prepared by:

Noted:

\_\_\_\_\_  
*Regional Research Coordinator  
 Chair, RRC Secretariat*

\_\_\_\_\_  
*Chief, PPRD  
 Co-Chair, RRC*



## RESEARCH OUTPUT COMPILATION/ CATEGORIZATION

BERF Year	SDO/ FD	Research Title	Author(s)/ Proponent(s)	Research A (Action Research)	Category B (Basic Research)	Research Scope <i>Classroom School District Schools Division</i>	Research Agenda Category	REMARKS (Status)
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## INDICATIVE CALENDAR OF RESEARCH ACTIVITIES

Research Activities	Sub-activities	Schedule of Implementation	Responsibilities <small>(Persons Involved)</small>	Output Controls
<b>i. Call for Proposals</b>				
Call for Research Proposals				
Submission of Proposals				
<b>ii. Evaluation of Proposals</b>				
Initial Screening				
Committee Evaluation				
<b>iii. Notification of Results</b>				
Notice of Approval/ Disapproval				
MOA Execution and Proponents' Orientation				
Submission and Acceptance of Deliverables				
Release and Liquidation of Funds				
<b>iv. Progress Monitoring</b>				
Tracking the Progress of All Approved Researches based on the Approved Timelines and Work Plans				
<b>v. Technical Assistance</b>				
Provision of Technical Guidance based on the feedbacks from the progress monitoring				
<b>vi. Provision on Changes and Extension</b>				
Request for Changes				
Request for Extension				
<b>vii. Submission and Acceptance</b>				
Submission of Liquidation Reports				
Submission of Research Reports				
Final Oral Presentation				
<b>viii. Dissemination and Utilization</b>				
Research Presentations				
Results' Utilization				
<b>ix. Archival Adoption</b>				
Archival of Articles				
<b>x. Monitoring and Evaluation</b>				
Monitoring and evaluation of the entire research management cycle				



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

Policy, Planning, and Research Division

JUL 27 2023


REGIONAL MEMORANDUM

No. **0524**, s.2023

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 0512 S. 2023 re PROGRESS MONITORING  
AND PROVISION OF TECHNICAL ASSISTANCE (TA) TO RESEARCH MANAGERS  
AND BERF 2023 PROGRAM GRANTEES**

To: Schools Division Superintendents  
All Others Concerned

1. This Office disseminates the **Updated Schedule of the Progress Monitoring and Provision of Technical Assistance (TA) to Research Managers and BERF 2023 Program Grantees** of the different Schools Division Offices (SDOs) of DepEd Regional Office VII, for reference, ***please refer to the attached document.***
2. In addition, the provision on RM No. 0512, s.2023 stating that *this Memorandum serves as the Travel Order of Participants* shall apply ONLY to the Policy, Planning, and Research Division's Personnel and/or Regional Research Committee's Secretariat Members representing the RRC's Review and Evaluation Team and/or Technical Working Group.
3. All other stipulations of the said Memorandum shall still remain in force.
4. For clarifications/queries, kindly contact the Policy, Planning, and Research Division (PPRD) loc. 734 or email us at [pprd.ro7@deped.gov.ph](mailto:pprd.ro7@deped.gov.ph).
5. For immediate dissemination.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Director IV  
Regional Director

STJ/FYA/PPRD/BDT/smtc



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Enclosure A to RM No. 0524s.2023

**Updated Schedule of the Progress Monitoring and Provision of Technical Assistance  
(TA) to Research Managers and BERF 2023 Program Grantees  
July 28-September 01, 2023**

INDICATIVE DATE(S)	OFFICE (S)	RESEARCH COORDINATOR(S)
July 28 & 31, 2023	Bayawan City Division	<b>Ruby T. Yparosa</b>
August 1, 2023	Dumaguete City Division	<b>Nikki D. Palencia</b>
August 2-3, 2023	Siquijor Division	<b>Vivian Y. Bomediano</b>
August 4, 2023	Dumaguete City Division	<b>Nikki D. Palencia</b>
August 7, 2023	Canlaon City Division	<b>Lester C. Pabalinas</b>
August 8, 2023	Guihulngan City Division	<b>Christian Edu B. Villegas</b>
August 9, 2023	Bais City Division	<b>Jocelyn Joy E. Luba</b>
August 10, 2023	Tanjay City Division	<b>Absolita Q. Mira</b>
August 11, 2023	Negros Oriental Division	<b>Dae P. Habalo</b>
August 14, 2023	Cebu Province Division	<b>Margarita A. Nierra</b>
August 15, 2023	Cebu City Division	<b>Christopher D. Villanueva Jr.</b>
August 16-17, 2023	Bohol Division	<b>Amelia L. Cortidor</b>
August 18, 2023	Tagbilaran City Division	<b>Ma. Antonette P. Dugang</b>
August 22, 2023	City of Naga Division	<b>Ada G. Dayondon</b>
August 23, 2023	Carcar City Division	<b>Rommel W. Otero</b>
August 24, 2023	Talisay City Division	<b>Ruth T. Magallanes</b>
August 25, 2023	Toledo City Division	<b>Irene A. Bariquit</b>
August 29, 2023	Bogo City Division	<b>Lilibeth Cinco</b>
August 30, 2023	Danao City Division	<b>Marites P. Banzon</b>
August 31, 2023	Mandaue City Division	<b>Ivy B. Godinez</b>
September 1, 2023	Lapu-Lapu City Division	<b>Maria Mitze B. Zagales</b>
<b>DEPED RO VII – PPRD / RRC REPRESENTATIVES</b>		
July 27, 2023 to September 1, 2023	Policy, Planning, and Research Division Regional Research Committee (RRC Secretariat Members)	<b>Sheena Mae T. Comighud</b> <i>Regional Research Coordinator</i>
		<b>Jasmine C. Sarsaba</b> <i>Regional Statistician</i>
Other PPRD Personnel/ RRC Secretariat Members		