



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

Barcode/Track Number



85297302313300

Office of the Schools Division Superintendent

MEMORANDUM

MLA-2023- 606

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 : **SUBMISSION AND ACCEPTANCE OF DELIVERABLES PER RESEARCH
EXPLORATION DEVELOPMENT EXPENSED AND BERF MONITORING
REPORT**

DATE : August 30, 2023

1. This Office through the SGOD Planning & Research section disseminates the attached Regional Memorandum No. 0614, S.2023 titled "*Research Management: Submission and Acceptance of Deliverables per Research Exploration Development Expensed and BERF Monitoring Report*" for the submission of research deliverables under the BERF 2023 program.
2. Relative to this, all BERF 2023 Program Grantees are requested to submit the following Research Deliverables on or before **August 31, 2023**:
 - i. progress report from the research implementation (initial Action Research Report for Chapter III Discussion of Results and Reflection)
 - ii. first tranche liquidation report (see Annexes A & B); and
 - iii. copy of the Memorandum of Agreement (MOA).



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

01 SEP 2023

3. For questions and/or clarifications, you may contact the SEPS for Planning and Research at (035) 422 8511 or through email at dae.habalo@deped.gov.ph.
4. For the information and proper guidance of all concerned.

NCO/ JMA-MKP/SGOD/RBP/dph
08/30/2023



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FINANCIAL REPORT

Basic Education Research Fund (BERF) 2023
1st Tranche (PhP 20,000.00)

SUMMARY OF EXPENSES

Title of Research: _____

Date	Particulars	Reference (OR# / SV#)	Amount (PhP)
GRAND TOTAL			

Prepared by: _____

Lead Proponent
Name & Signature

2nd Proponent
Name & Signature

3rd Proponent
Name & Signature

Date:

Certified Correct: _____

Lead Proponent's Immediate Supervisor
Name & Signature

JENNIFER P. PIODOS

Representative from Finance Unit
School Division Research Committee Member



ANNEX B

LIQUIDATION DOCUMENTS

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 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/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.

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 ROT
Sudlon, Lahug, Cebu City 6000**



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City

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

Policy, Planning, and Research Division

AUG 24 2023

REGIONAL MEMORANDUM

No. **0614**, s.2023

RESEARCH MANAGEMENT: SUBMISSION AND ACCEPTANCE OF DELIVERABLES PER RESEARCH EXPLORATION DEVELOPMENT EXPENSES AND BERF MONITORING REPORT

To: Schools Division Superintendents
All Others Concerned

1. In consonance with the Policy and Research Program (PRP)'s Basic Education Research Fund (BERF) Monitoring Report and relative to the support mechanism for research funding per DepEd Order No. 16, s. 2017, "Research Management Guidelines," this Office, through the Policy, Planning, and Research Division (PPRD) is hereby requesting for the **Submission of Research Deliverables** on or before August 31, 2023 by Siquijor and Negros Oriental SDOs and September 15, 2023 for Bohol and Cebu SDOs.
2. In specific, the BERF 2023 Program Grantees' deliverables shall include the (i) progress report from the research implementation; (ii) first tranche liquidation report; (iii) copy of the Memorandum of Agreement (MOA) executed containing the conditions and details of the grant as agreed between the grantee/s and DepEd as the funding source to be further reviewed by the RRC Secretariat for the issuance of the Certificate of Acceptance and release of BERF Payment allocated for the second tranche per DepEd ROVII's Research Exploration and Development Expenses.
3. Moreover, the support materials for the submission of research deliverables and sample templates of research attachments be accessed through the Research and Development (R&D) Google Site for Research Managers.
4. For inquiries, kindly contact the Policy, Planning, and Research Division (PPRD) loc. 734 or email us 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



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