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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-209

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Section/Unit Heads
All Others Concerned

Subject: **SUBMISSION OF FINAL DELIVERABLES OF 2025 BASIC EDUCATION RESEARCH FUNDED STUDIES**

Date : 15 September 2025

Pursuant to **Regional Memorandum PPRD-2025-083** dated **August 26, 2025**, the personnel listed below are directed to submit the final deliverables of their 2025 BERF studies on or before **October 10, 2025** for release of the last tranche:

- | | |
|-----------------------------------|------------------------------|
| 1. Jessa Mae M. Lintogonan | 4. Esmeria A. Cadiao |
| 2. Margie G. Amoguis | 5. Jay Ann T. Fajardo |
| 3. Ana Lou O. Bucag | 6. Klen Karol Degamo |

Please refer to the enclosure for more details.

Participation to this activity shall be on OFFICIAL BUSINESS. Transportation, per diem, incidental and travelling expenses shall be charged against any local funds subject to the existing accounting and auditing rules and regulations.

Services rendered on weekends and holidays shall be subject to grant of service credits in accordance with DepED Order No. 53, s. 2003.

For immediate dissemination and compliance.

DR. JOSEPHINE L. FADUL
Schools Division Superintendent

Enclosure: As stated:
SGOD/P&R/seps rowil t



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Contact No.: (087) 388-3372
Email Address: davao.oriental@deped.gov.ph
Official Website: <https://depeddavor.com/>



"Where the Sunrise Beckons the Sweetest Smile"



Republic of the Philippines
Department of Education
DAVAO REGION

August 26, 2025

REGIONAL MEMORANDUM
PPRD-2025-083

SUBMISSION OF FINAL DELIVERABLES OF 2025 BASIC EDUCATION RESEARCH
FUNDED STUDIES

To: Schools Division Superintendents

1. Relative to Regional Memorandum PPRD- 2025-037 re “Qualified Research Proposals for Implementation”, this Office informs the submission of the final deliverables on or before October 10, 2025 for the last tranche, to wit:

a. Final Deliverables

Type	Deliverables	Description	Quantity
Hard copy	Full Paper <i>(refer to Annex 6, DO No. 16, s. 2017)</i>	<ul style="list-style-type: none">• Soft Bound with Acetate• Use E-saliksik cover page via https://tinyurl.com/BERFform1• Print in A4 size bond paper, font style- Bookman old style, font size- 11, margin- 1 inch margin (top, bottom and right) & 1.5 inch (left), spacing- 1.5• Attach accomplished Interdivision Quality Control checklist• Append the following but not limited to: (Research instrument, Informed consent form (ICF), developed learning material, approval sheet	1
	Signed MOA	<ul style="list-style-type: none">• Photocopy	1
	Financial Report	<ul style="list-style-type: none">• Use template via https://tinyurl.com/BERFform1• Paste references in A4 size bond paper, e.g. Official Receipts, reimbursement expense receipt (RER), tickets, attendance, activity design, justification letter for semi-expendable, etc.• Fasten in a white A4 sized folder	1
Soft Copy	Passport Size Picture	<ul style="list-style-type: none">• White background• Preferably in Monday uniform	1
	Full Paper	<ul style="list-style-type: none">• PDF and Word file• A4 size layout, font style- Bookman old style, font size- 11	1

b. Submission Process

1. Grantees prepare all soft and hard copies of the deliverables.



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DAVAO REGION

2. Grantees submit the hard copy of the deliverables to the Schools Division Office through the SEPS for Planning and Research for initial screening.
 3. If compliant, grantees submit the soft copy of the deliverables (*Photo and Full Paper*) through <https://bit.ly/CompletedBERF>.
 4. SEPS prepares the transmittal and submits hard copies of the deliverables (*soft-bound manuscript, Photocopy of MOA, and Financial Report*) to the Policy, Planning, and Research Division of this Office on or before the scheduled deadline.
2. To request an extension to conduct the study, the grantee shall write a letter with justification addressed to the Regional Director through the chairman of the Regional Research Committee within 10 business days from the submission date.
3. Queries can be channeled to Jomar Boy A. Cuyos, Education Program Specialist II through Policy, Planning and Research Division.
4. Immediate dissemination and compliance with this Memorandum is highly desired.

REBONFAMIL R. BAGUIO

Director III

Officer-In-Charge

Office of the Regional Director

Enclosed: As stated
ROP4/jbac

