

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



PPRD-RM-2023-644

20 October 2023

**Regional Memorandum**  
No. 644, s. 2023

**COMMENCEMENT ACTIVITY FOR THE EIGHTH CYCLE  
BASIC EDUCATION RESEARCH FUND (BERF) GRANTEES  
(ACTION RESEARCH)**

To **Schools Division Superintendents**  
**Functional Division Chiefs**  
**All Others Concerned**

1. With reference to DepEd Order No. 16, s. 2017, Research Management Guidelines (RMG), this Office through the Policy, Planning and Research Division (PPRD), together with the Regional Research Committee (RRC), will conduct a Virtual Commencement Activity for the Eighth Cycle Basic Education Research Fund (BERF) Grantees (Action Research) on **November 13, 2023**.
2. This activity aims for the participants to:
  - a. be provided with technical assistance on the finalization of the research paper;
  - b. be able to finalize the research papers based on the technical assistance to be provided;
  - c. be given recognition on the accomplished deliverables; and
  - d. synthesize research findings and recommendation for policy review and program enhancement.
3. The participants in this activity are the eighth cycle BERF (Action Research) grantees and a previous grantee of 7<sup>th</sup> Cycle, Regional Research Committee (RRC) members, Senior Education Program Specialists (SEPSs) for Planning and Research, and Policy, Planning and Research Division (PPRD) as RRC Secretariat.
4. Expenses relative to the conduct of this activity shall be charged against the Basic Education Research Fund (BERF) subject to usual government accounting and auditing rules and regulations.
5. Attached are the procedures of presentation, indicative program of activities and list of technical working group (TWG), and terms of reference (TOR) for



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114 local 470-471  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)





Certificate No. PHP QMS  
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reference. Other details like the list of BERF grantees and submission link will be released in a separate memorandum.

6. For queries or concern, kindly contact Jona M. Malonzo via email at [pprd.calabarzon@deped.gov.ph](mailto:pprd.calabarzon@deped.gov.ph) or through landline number (02) 8682-2114 loc. 470.
7. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**

 Regional Director 

07/ROP5/ROP1

## PROCEDURES OF PRESENTATION

The following procedures will guide the participants to help ensure smooth flow of the activity:

1. The session moderator will introduce the members of the panel and researchers before the presentation proper.
  2. The proponent will present in five (5) minutes.
  3. The members of the panel will provide feedback and technical assistance that will last also for five (5) minutes.
- The following is the prescribed outline and content of presentation.

### Action Research

Title and Author/s  
Context and Rationale  
Research Questions  
Methodology  
Findings  
Implications  
Recommendations  
Action Plan/Dissemination or Utilization of Results

## INDICATIVE PROGRAM OF ACTIVITIES

Time	Activity	Persons Involved
9:00-9:30 am	<b>Preliminaries</b> <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Prayer</li> <li>• CALABARZON March</li> <li>• DepEd Quality Policy Statement</li> <li>• Welcome Remarks and Statement of Purpose</li> <li>• Presentation of Participants</li> <li>• Words of Wisdom and Inspirations</li> <li>• Inspirational Message</li> </ul>	<p><b>ELINO S. GARCIA</b> OIC-Chief, PPRD</p> <p><b>EMIL O. REAMBILLO</b> AO II, PPRD</p> <p><b>LOIDA N. NIDEA</b> OIC-Assistant Regional Director Chairperson, RRC</p> <p><b>ATTY. ALBERTO T. ESCOBARTE,</b> <b>CESO II</b> Regional Director</p>
8:30-8:45 am	Presentation Mechanics	<b>JONA M. MALONZO</b> PO III, PPRD
8:45-12:00 nn	Research Presentation Proper	<b>BERF Grantees</b>
12:00-1:00 nn	<b>LUNCH BREAK</b>	
1:00-5:00 pm	Continuation of Research Presentation Proper	<b>BERF Grantees</b>

**TECHNICAL WORKING GROUP**

<b>Name</b>	<b>Designation</b>	<b>Office</b>
Elino S. Garcia	Chairperson/Member of the Panel	PPRD
Jona M. Malonzo	Co-Chairperson	PPRD
Adrian A. Bullo	Member	PPRD
Liezel M. Selda	Member	PPRD
Erick John N. Malabanan	Member	PPRD
Evaluators	Members of the Panel	
select SEPSs for Planning and Research	Moderators	
SEPS for Planning and Research	Lead Documenter	
select SEPSs for Planning and Research	Documentation Committee Members	

**TERMS OF REFERENCE (TOR)**

<b>Designation</b>	<b>TOR</b>
Chairperson	Oversees the conduct of the activity
Co-Chairperson	Coordinates with the SEPSs for the submission of the documents needed in the activity
Members	Prepare the slide decks for the conduct of activity Assist the co-chairperson in the logistics and other documentary requirements needed before, during, and after the conduct of the activity
Reactors	Provide feedback and technical assistance to the presenters
Moderator	Introduce the researchers and assigned reactors Moderate the presentation proper
Lead Documenter	Finalizes the Activity Documentation Report
Documenters	Document the whole duration of the activity Prepare the prescribed Activity Documentation Report