



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



22 October 2024

**Regional Memorandum**

No.775 s.2024

**COMMENCEMENT ACTIVITY FOR THE 9<sup>TH</sup> CYCLE BERF  
GRANTEES (BASIC 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) and Regional Research Committee (RRC), will conduct a Virtual Commencement Activity for the 9<sup>th</sup> Cycle BERF Grantees (Basic Research) on **November 21-22, 2024**.
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. synthesize research findings and recommendation for policy review and program enhancement.
3. Participants in this activity are the Regional Research Committee (RRC) members, Senior Education Program Specialists (SEPSs) for Planning and Research, and Policy, Planning and RRC Secretariat, 9<sup>th</sup> Cycle BERF Grantees, and two (2) 8th Cycle BERF (Action Research) grantees.
4. Attached are the procedures of presentation, indicative program of activities and list of technical working group (TWG), and terms of reference (TOR) for reference. Final list of BERF grantees and video presentation submission link will be released in a separate memorandum.
5. 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.



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Certificate No. PHP QMS  
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6. 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  
 Abstract  
 Acknowledgment  
 Context and Rationale  
 Innovation, Intervention, and Strategy  
 Action Research Questions  
 Action Research Methods
 

- a. Participants and/or other Sources of Data and Information
- b. Data Gathering Methods

 Discussion of Results and Reflection  
 Action Plan  
 References  
 Financial Report

### **Basic Research**

Title and Author/s  
 Abstract  
 Acknowledgment  
 Introduction of the Research  
 Literature Review  
 Research Questions  
 Scope and Limitation  
 Research Methodology
 

- a. Sampling
- b. Data Collection

 Discussion of Results and Recommendations  
 Dissemination and Advocacy Plans  
 References  
 Financial Report

### Indicative Program of Activities

Time	Activity	Persons Involved
9:00-9:15 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> Chief ES, PPRD</p> <p><b>LIEZEL M. SELDA</b> STAT I, PPRD</p> <p><b>LOIDA N. NIDEA</b> Assistant Regional Director Chair, RRC</p> <p><b>ATTY. ALBERTO T. ESCOBARTE,</b> <b>CESO II</b> Regional Director</p>
9:15-10:15 am	Brief Orientation on DepEd Memo No. 28, s. 2022	<b>ELINO S. GARCIA</b> Chief ES, PPRD
10:15-10:30 am	Reminders for the Submission of Final Deliverables	<b>JONA M. MALONZO</b> PO III, PPRD
10:30-10:35 am	Presentation Mechanics	<b>JONA M. MALONZO</b> PO III, PPRD
10:35-12:00 nn	Research Presentation Proper	<b>BERF Grantees</b>
12:00-1:00 nn	<b>LUNCH BREAK</b>	
1:00-4:30 pm	Continuation of Research Presentation Proper	<b>BERF Grantees</b>
4:30-5:00 pm	Closing Program per Breakout Room	<b>Technical Staff</b>

### Members of the Technical Team

Name	Designation	Office
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
RRC members	Members of the Panel	
SEPSs for Planning and Research and select SDO personnel	Moderators	
	Technical Support	
	Documenter	
	Timekeeper	

**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
Members of the Panel	Provide feedback and technical assistance to the presenters
Moderators	Facilitate the parallel sessions. Introduce the researchers and assigned reactors.
Technical Support	Ensures continuity of the video presentation once played based on the time allotment.
Documenters	Document the virtual activity, especially during the provision of TA to the presenters, and submit the Activity Documentation Report to PPRD via email
Timekeepers	Ensure strict compliance of time allotted for the presentation and provision of TA