



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

06 November 2024

Regional Memorandum
No. 813 s. 2024

**ACTIVITIES RELATIVE TO THE COMMENCEMENT FOR THE
9TH CYCLE BERF GRANTEES (BASIC RESEARCH)**

To **Schools Division Superintendents**

- With reference to DepEd Order No. 16, s. 2017, also known as the Research Management Guidelines, this Office through the Policy, Planning, and Research Division (PPRD) and Regional Research Committee (RRC) announces the activities relative to the commencement for the 9th Cycle BERF Grantees.
- All concerned are advised on the following important timelines:

Activity/Task	Date	Concerned Personnel
Submission of Completed Papers and other Documents	November 11-13, 2024 Deadline: November 13, 2024, 6:00 PM	Grantees SDO SEPS in P&R
Evaluation of Completed Papers	November 13-15, 2024	RRC Member-Evaluators RRC Secretariat
Announcement of the List of Grantees to undergo Commencement	November 18, 2024	RRC Secretariat
Virtual Meeting in Preparation for the Commencement Activity	November 19, 2024, 9:00 AM	SDO SEPS in P&R RRC Member-Evaluators RRC Secretariat
Virtual Commencement Activity	November 21-22, 2024	Grantees RRC Secretariat RRRC Member-Evaluators

- The following are the documents to be submitted by the researcher-grantees: (1) completed research, (2) research instrument, (3) blank consent and /or assent forms, (4) data set in spreadsheet format (.xls), (5) transmittal letter signed by the Schools Division Research Committee (SDRC) Chair, (5) approved final outputs, (6) duly signed and notarized Memorandum of Agreement, and (6) signed Cost Estimates. They are to be notified through

07/ROP2/ROP1



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email for the details including the link where to upload/submit these documents.

4. School Division Office SEPS in Policy and Research are directed to give all necessary assistance to the researcher-grantees in the preparation and submission of the required documents.
5. Other details and updates are to be discussed in a separate memorandum and during the Virtual Meeting on November 19, 2024. For queries, please coordinate with the PPRD via pprd.calabarzon@deped.gov.ph or call at (02) 8682-2114 local 470.
6. Immediate and widest dissemination of this Memorandum is earnestly desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

07/ROP2/ROP1