

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

15 January 2025

Regional Memorandum
No. 37, s. 2025

**TIMELINE RELATIVE TO THE COMMENCEMENT
ACTIVITY FOR THE SECOND BATCH OF
9TH CYCLE BERF GRANTEES**

To **Schools Division Superintendents**

- With reference to Regional Memorandum No. 813, s. 2024, titled Activities Relative to the Commencement for the 9th Cycle BERF Grantees (Basic Research), this Office, through the Policy, Planning and research Division (PPRD) and Regional Research Committee (RRC) hereby releases the new schedule of activities for the 2nd batch. Please refer to the enclosure.
- All concerned are advised on the following timelines:

Activity/Task	Date	Concerned Personnel
a. Online Progress Monitoring of the remaining (2 nd Batch) Research Papers	January 20-24, 2025	Grantees SDO SEPS in P&R RRC Members
b. Submission of Completed Papers and other Documents	Deadline: January 27, 2025 12:00 Noon	Grantees SDO SEPS in P&R
c. Evaluation of Completed Papers	January 27-28, 2025	RRC Member-Evaluators RRC Secretariat
d. Announcement of the List of Grantees to undergo Commencement	January 29, 2025	RRC Secretariat
e. Submission of Video Presentation	January 30, 2025	Grantees SDO SEPS in P&R
f. Virtual Commencement Activity	February 3-4, 2025	Grantees RRC Secretariat RRC Member-Evaluators





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3. Per 2.b above, the following are the documents to be submitted through **tinyurl.com/SubmissionCompleted8th9th** by the researcher-grantees: (1) completed research in Word format, (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, (6) approved final outputs, (7) duly notarized Memorandum of Agreement, and (8) signed Cost Estimates.
4. Schools Division Office SEPS in Planning 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. or queries or concerns, kindly contact Jona M. Malonzo via email at pprd.calabarzon@deped.gov.ph or through landline number (02) 8682-2114 loc. 470.
6. Immediate and widest dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

07/ROP5/ROP1