



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

20 May 2026

**Regional Memorandum**  
No.342 s.2026

**SUBMISSION OF THE REQUIRED DOCUMENTS FOR  
THE 11<sup>TH</sup> BERF CYCLE GRANT**

To: **School Division Superintendents**

1. In relation to the recently conducted Proposal Presentation of the 11<sup>th</sup> Basic Education Research Fund (BERF) Cycle and in compliance with DepEd Order No. 16, s. 2017 guidelines, this Office through the Policy, Planning, and Research Division (PPRD), hereby directs all BERF grantees to submit the required documents for the 11<sup>th</sup> BERF Cycle Grant.
2. This call for submission of requirements aims to ensure compliance and accountability of all 11<sup>th</sup> Cycle BERF grantees and will make the researcher's eligibility official.
3. The following documents shall be submitted in A4 bond, four (4) copies, with wet signature of the proponent/s, to wit:
  - a. Application Form
  - b. Memorandum of Agreement
  - c. Copy of Proposal (Action Research or Basic Research)
  - d. Cost Estimates
  - e. Declaration of Anti-Plagiarism
  - f. Declaration of Absence of Conflict of Interest
  - g. Certificate of No Pending Case
  - h. BERF Certification
  - i. Certificate of Employment (to be issued by SDO)
4. Prescribed templates of the above-mentioned documents can be downloaded through this link: <https://bit.ly/11THBERFForms>
5. To check initially on the completeness and correctness of the requirements, grantees are advised to submit their documents to their respective Senior Education Program Specialist for Planning and Research. The deadline for submission to the Regional Office shall be on **June 05, 2026**.
6. For other concerns, you may contact **Mr. Lorenzo Ruiz C. Costo**, Education Program Specialist II through email [pprd.calabarzon@deped.gov.ph](mailto:pprd.calabarzon@deped.gov.ph) or call (02)8682-2114 local 470-471.



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7. Immediate and wide dissemination of this Memorandum is earnestly desired.



**CARLITO D. ROCAFORT**  
Director IV

07/ROP6/ROP1