



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Cebu City


**Office of the Schools Division  
Superintendent**

MEMORANDUM

MLA-2022- 357

TO : **MS. EVELYN D. ANDRINO, T III**  
**MS. CYRIL MAE M. AÑANA, T III**

THRU : **MR. NATHANAEL FLORES**  
School Principal II  
Abellana National School

FROM :  **RHEA MAR A. ANGTUD EdD**  
Superintendent  
Office of the Schools Division Superintendent

SUBJECT : **SUBMISSION OF MANDATORY DELIVERABLES  
UNDER THE 2022 BERF PROGRAM**

DATE : **December 27, 2022**

1. Attached is Regional Memorandum No. 1022, s. 2022 entitled "Submission of Mandatory Deliverables Under the 2022 BERF Program", which is self-explanatory.
2. Concerned researchers are advised to prepare the deliverables to facilitate the release of second tranche BERF grant.
3. Please refer to the attached communication for the details.
4. For your information and guidance.

/fcc



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Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

DEC 22 2022

REGIONAL MEMORANDUM

No. 1022, s.2022

**SUBMISSION OF MANDATORY DELIVERABLES  
UNDER THE 2022 BERF PROGRAM**

To: Schools Division Superintendents  
Regional Research Committee  
Schools Division Research Committee  
Basic Education Research Fund (BERF) 2022 Grantees  
All Others Concerned


1. In reference to RM No. 1018, s. 2022 dated December 17, 2022, this Office through the Policy, Planning, and Research Division (PPRD) hereby informs all SDOs concerned on the Submission of Mandatory Deliverables under BERF 2022 by participating teaching and non-teaching personnel.

2. Schedule of submission of mandatory deliverables is given below:

Date	Submission of Mandatory Deliverables
January 3-6, 2023	First Tranche Liquidation Report (Original and Duplicate Copies)
January 3-13, 2023	Research Reports for Oral Presentation (Prepare 3 hard copies for the Panelists) Letter of Extension on the Conduct of Action Research under BERF 2022 (Submit 3 copies to the RRC)
January 30- February 10, 2023	Completed Research Report (Soft/PDF and hard copies) Second Tranche Liquidation (Original and Duplicate Copies)

3. For details, please refer to the enclosure attached herewith for reference.

4. For information and proper guidance.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/CAE/PPRD/BDT/smtc



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### **LIQUIDATION DOCUMENTS FOR FIRST AND SECOND TRANCHES**

Submission of the deliverables as indicated in the table below will serve as liquidation documents for on-going and completed action research both in the first and second tranches:

<b>Scope</b>	<b>Tranche</b>	<b>Percentage</b>	<b>Deliverables</b>
Schools/ CLCs	First Tranche	80%	<ul style="list-style-type: none"><li>• Work Plan</li><li>• Certificate of Acceptance for the Deliverables</li><li>• Copy of MOA</li></ul>
	Second Tranche	20%	<ul style="list-style-type: none"><li>• Final Report</li><li>• Certificate of Acceptance from the RRC</li><li>• Copy of MOA</li></ul>

### **Eligible and Non-Eligible Activities and Expenditures** (DepEd Order No. 16, s. 2017)

For BERF grantees, the research fund will be utilized for the following activities:

- a. Expenses related to the implementation of the approved research proposals which include, but are not limited, to the following:
  - Supplies and materials;
  - Domestic travel expenses;
  - Communication expenses;
  - Reproduction, printing, and binding costs;
  - Food and other incurred expenses during the conduct of research (surveys, FGDs); and
  - Other expenses related to the conduct of research not listed in the non-eligible expenditures
- b. Expenses related to research dissemination

Specifically, the research will NOT be used for the following expenses:

- a. Equipment;
- b. Software;
- c. Salary, overtime pay or honorarium for resource persons, statisticians, and other service providers;
- d. Utilities;
- e. Office rental; and
- f. All overseas travel and all items not included in the approved research proposal

# **COMPLETED ACTION RESEARCH TEMPLATE (RESEARCH REPORT FOR ORAL PRESENTATION)**

Title Page

Abstract

Acknowledgment

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Innovation, Intervention, and Strategy

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REFERENCES

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