



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS


04 APRIL 2023

DIVISION MEMORANDUM
 No. 160 s. 2023

**SUBMISSION OF DATA AND DOCUMENTS ON UTILIZATION
 OF BERF-FUNDED RESEARCH FINDINGS**

To: OIC- Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors/Public Schools District Supervisors
 School Heads, Public Elementary and Secondary
 Unit Heads/ Section Heads
 All Others Concerned

1. In pursuant to DepEd Order No. 16, s. 2017 titled Research Management Guidelines and in compliance with the Regional Memorandum No. 158, s. 2023 on submission of data and documents relevant to the utilization of Basic Education Research Fund (BERF) to ensure better utilization of research findings, this office directs all BERF grantees from Cycle No. 1 to Cycle No. 7.
2. The approved **research instrument** must be submitted in pdf format to **bit.ly/BERF_Research_Instrument** while the **executive data set/gathered data** must be submitted in Excel format to **bit.ly/BERF_Data**. As for the file name format, write *Lead Author's Last Name_SDO Name_Theme_BERF Cycle No.* (Example: Agudilla_TayabasCity_Leadership and Management_5thCycle). This is due until April 11, 2023.
3. To monitor the submission to the Region, BERF grantees must submit to the Research Office of the Division on or before April 11, 2023 *via* this link <http://bit.ly/3K9bFbQ>.
4. For queries and concerns relative to the requirements, you may contact Montano L. Agudilla Jr., Division research Focal at 09081345495, and/or e-mail at montano.agudillajr@deped.gov.ph
5. For strict and immediate compliance.


NATIVIDAD P. BAYUBAY, CESO VI
 Schools Division Superintendent



Brgy. Pitol, Tayabas City



(042) 710-0329 or (042) 785-9615



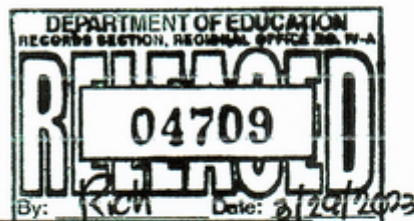
tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



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



17 March 2023

Regional Memorandum

No. 158, s. 2023

Schools Division of Tayabas City

**SUBMISSION OF DATA AND DOCUMENTS ON UTILIZATION
OF BERF-FUNDED RESEARCH FINDINGS**

To **Schools Division Superintendents
Functional Division Chiefs**

By: LK ROXAS

Date: 03-30-23 9:14

Control No. 033023.025

1. In accordance with DepEd Order No. 16, s. 2017 titled Research Management Guidelines and with the purpose of better utilization of research findings, this Office directs all BERF grantees to submit the data and documents relevant to the utilization of Basic Education Research Fund (BERF) funded research findings.
2. The approved **research instrument** must be submitted in pdf format while the **executive data set/gathered data** must be in Excel format. In addition, for easy reference, the filename format to be used must be Lead Author's Last Name_SDO Name_Theme_BERF Cycle No. (example: Cruz_Antipolo City_Gender and Development_1st Cycle). Refer to the links below for the submission of the two (2) documents.

Submission of Research Instrument	Submission of Executive Data Set/Gathered Data
bit.ly/BERF_Research_Instrument	bit.ly/BERF_Data

3. Deadline of submission is on **April 11, 2023**. Failure to submit may cause the non-inclusion of future research proposals for BERF-funding. With this, Senior Education Program Specialists (SEPSs) for Planning and Research, with the assistance of Schools Division Research Committee (SDRC), shall ensure that all BERF grantees in the schools division will be able to submit the required documents before the deadline.
4. Moreover, to ensure that the BERF completed researches are replicated and utilized by other researchers, SEPSs for Planning and Research are advised to gather the data on the following:
 - 4.1 researches disseminated
 - 4.2 researches adapted and used by school/s and other institutions and results of utilization




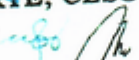
Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487 local 470 to 471
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

PPRD-RM-2023-158



4.3 research interventions utilized for continued practice and results of utilization

5. For data submission, kindly use the link **bit.ly/BERF_utilization_dissemination**. The said link can only be accessed by the SEPSs for Planning and Research until **June 13, 2023**.
6. For queries or concern, kindly contact Jona M. Malonzo via email at pprd.calabarzon@deped.gov.ph or through landline number (02) 8682-2114 loc. 470.
7. Immediate and wide dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 

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