



Republic of the Philippines  
**Department of Education**  
Region VII – Central Visayas  
**Schools Division of CEBU PROVINCE**

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**Office of the Schools Division  
Superintendent**

June 05, 2023

DIVISION MEMORANDUM  
No. 200, s. 2023

**SUPPLEMENTAL RESEARCH GUIDE FOR BERF 2023 PROGRAM**

To: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Public Schools District Supervisors/District-in-Charge  
Elementary and Secondary School Heads  
All Others Concerned

1. Attached is Regional Memorandum No. 0329, s. 2023 dated May 26, 2023, from **Dr. Salustiano T. Jimenez, JD, CESO V**, Director IV, Regional Director, Office of the Regional Director, entitled **“Supplemental Research Guide for BERF 2023 Program”**, contents of which are self-explanatory for the information and guidance of all concerned.
2. Please refer to the attached Memorandum for more details.
3. For further queries regarding this Memorandum please inquire Dr. Gladys S. Balagtas, OIC - Chief, Schools Governance and Operations Division and Dr. Margarita A. Nierra.
4. For your information, guidance and compliance.

**SENEN PRISCILO P. PAULIN, CESO V**  
Schools Division Superintendent

**LORENZO M. OZON, Ed.D., CESO VI**  
Assistant Schools Division Superintendent

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6/8/2023



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

Office of the Regional Director

MAY 25 2023

REGIONAL MEMORANDUM  
No. 0329, s.2023

**SUPPLEMENTAL RESEARCH GUIDE FOR BERF 2023 PROGRAM**

To: **Schools Division Superintendents**  
**All Others Concerned**

1. In relation to the Department of Education Regional Office VII's effort to provide technical guidance to the research proponents of the Basic Education Research Fund (BERF) 2023 Program and in consonance with the Policy, Planning, and Research Division's Project CAREs: Committed to Assist Research Enthusiasts, this Office hereby releases a **Supplemental Research Guide** that can be utilized by both the teaching and non-teaching personnel of the regional level as well as SDO counterparts specifically in the preparation of Action Research Proposals and submission of final work plans in adherence to DepEd Order No. 16, s.2017, "Research Management Guidelines".
2. The supplemental research guide includes the following components:
  - 2.1 Action Research Proposal Formatting Guide;
  - 2.2 Action Research Templates on Work Plans and Timelines;
  - 2.3 Scope and Allocation of Research Proposals, Eligible and Non-Eligible Activities and Expenditures, Release and Liquidation of Funds; and
  - 2.4 Research Attachments for the Submission of Deliverables under the BERF Program.
3. For details, relevant content can be accessed through the given link at <http://tiny.cc/SupplementalResearchGuide>.
4. For inquiries, you may contact the Policy, Planning, and Research Division (PPRD) loc. 734 or email us at [pprd.ro7@deped.gov.ph](mailto:pprd.ro7@deped.gov.ph).
5. For the information and proper guidance of all concerned.

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

STJ/FYA/PPRD/BDT/smtc



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