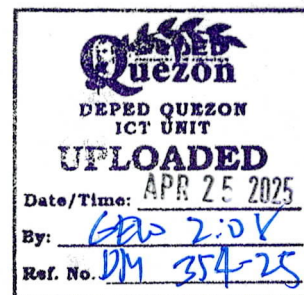




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



25 April 2025

DIVISION MEMORANDUM

DM No. 354, s. 2025

SUBMISSION OF REQUIREMENTS FOR THE 10TH CYCLE BERF GRANT

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
District Research Coordinators
BERF Grantees
All Others Concerned

1. In compliance with the provisions of DepEd Order No. 16, s. 2017, titled "Research Management Guidelines," and in connection with the recently concluded 10th Cycle BERF Presentation, this Office, through the Planning and Research Section, hereby directs all 10th Cycle BERF grantees to **submit the required documentation** related to their approved grant.
2. For guidance, please refer to the attached memorandum, which outlines the complete list of required documents to be prepared in **four (4) printed copies on A4-sized** paper, along with the prescribed formats. Kindly ensure that only the official templates available for download at the following link are used: [<https://bit.ly/10thBERF-Docs>].
3. **Each recipient** of the BERF is required to secure a **Certificate of Employment**, as required by the Regional Research Committee. In line with this, all grantees are requested to prepare and submit a formal letter of request addressed to the Schools Division Superintendent, coursed through **Ms. Wennie O. Gaela, Division HRMO**. The letter should contain the following information and attachment:
 - a. Purpose (issuance of the Certificate of Employment)
 - b. Name of Grantee and title of Research
 - c. Designation
 - d. District and School/Office

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164,

(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

- e. Beginning Date of Appointment
 - f. An attached copy of your Latest Appointment Paper
4. For proper review and timely processing, grantees are advised to submit all required documents to the Senior Education Program Specialist for Planning and Research on or before **May 16, 2025**. Please ensure that **only one submission per research title** is submitted.
 5. For assistance and other related concerns, grantees may contact the Planning and Research Section via email at **sdo.quezon.research@deped.gov.ph** or reach out to the SEPS for Planning and Research through mobile number 0991-013-2656.
 6. Immediate and wide dissemination of this Memorandum is desired.

FOR:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

BY:

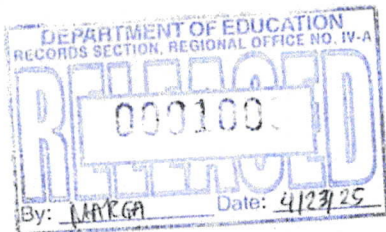
JOEPI F. FALQUEZA, EdD
Assistant Schools Division Superintendent

sgod-par/mbmt/25/04/2025

DEPEDQUEZON-TM-SDS-04-009-003



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(042) 784-0391, (042) 784-0321



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



22 April 2025

Regional Memorandum

No. 307 s. 2025

**SUBMISSION OF MEMORANDUM OF AGREEMENT AND
OTHER PERTINENT DOCUMENTS FOR THE
10TH CYCLE BERF GRANT**

To **School Division Superintendents**

1. In relation to the recently conducted Proposal Presentation of the 10th Cycle Basic Education Research Fund (BERF) and following DepEd Order No. 16, s. 2017 guidelines, this Office through the Policy, Planning, and Research Division (PPRD) hereby directs all concerned BERF grantees to submit the Memorandum of Agreement (MOA) and other pertinent documents for the 10th Cycle BERF Grant.
2. The submission of these documents aims to establish compliance and accountability of all 10th Cycle BERF grantees. The memorandum of agreement and other pertinent documents highlight the researcher's eligibility and confirmation with the stipulations of the grant.
3. The documents shall be prepared in four (4) copies to be printed in A4 with wet signatures of the proponent. To wit,
 - a. Memorandum of Agreement
 - b. Cost Estimates
 - c. Declaration of Anti-Plagiarism
 - d. Declaration of Absence of Conflict of Interest
 - e. Copy of Proposal (Action Research or Basic Research)
 - f. Certificate of No Pending Case
 - g. BERF Certification
 - h. 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/10thBERF-Docs>
5. To check 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 13, 2025**.



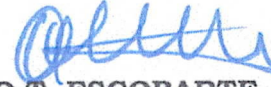
Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114 loc 470-471
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

6. For other concerns, you may contact **Mr. Lorenzo Ruiz C. Costo**, Education Program Specialist II through email pprd.calabarzon@deped.gov.ph or call (02)8682-2114 local 470-471.

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



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

07/ROP6/ROP1