



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
**SGOD 2025-485**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
Chief Education Supervisor, SGOD  
Public Elementary and Secondary School Heads/Principals  
All concerned

Subject: **SUBMISSION OF FINAL DELIVERABLES OF 2025 BASIC EDUCATION RESEARCH FUNDED STUDIES**

Date: September 3, 2025

Attached is Regional Memorandum PPRD-2025-083 re *Submission of Final Deliverables of 2025 Basic Education Research Funded Studies* which will be on or Before October 10, 2025, for the last tranche, contents of which is self-explanatory.

The following are the Division BERF Grantees to wit:

Name	School/Office
Ermelinda E. Torres	AO Floirendo NHS
Jean C. Malabarbas	AO Floirendo NHS
Christopher V. Micolita	AO Floirendo NHS
Ana Lyn S. Nanol	Namuag ES
Erick S. Dalumpines	SDO Panabo City
Jaime C. Carlom	SDO Panabo City
Joy S. Magno	SDO Panabo City

For your information and guidance.

For an in the absence of the Schools Division Superintendent

**JANWARIO E. YAMOTA**

Chief of the CID  
Officer In-Charge

Office of the Schools Division Superintendent

**RELEASED**

**SEP 05 2025**

RECORDS SECTION SDO PANABO CITY  
BY

Incl.: As stated  
SGOD/ABA/ESD



Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)8231469,(084) 628 4066  
Email: panabocity.division@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

August 26, 2025

REGIONAL MEMORANDUM  
PPRD-2025-083

SUBMISSION OF FINAL DELIVERABLES OF 2025 BASIC EDUCATION RESEARCH  
FUNDED STUDIES

To: Schools Division Superintendents

1. Relative to Regional Memorandum PPRD- 2025-037 re "Qualified Research Proposals for Implementation", this Office informs the submission of the final deliverables on or before October 10, 2025 for the last tranche, to wit:

**a. Final Deliverables**

Type	Deliverables	Description	Quantity
Hard copy	Full Paper <i>(refer to Annex 6, DO No. 16, s. 2017)</i>	<ul style="list-style-type: none"><li>Soft Bound with Acetate</li><li>Use E-saliksik cover page via <a href="https://tinyurl.com/BERFform1">https://tinyurl.com/BERFform1</a></li><li>Print in A4 size bond paper, font style- Bookman old style, font size- 11, margin- 1 inch margin (top, bottom and right) &amp; 1.5 inch (left), spacing- 1.5</li><li>Attach accomplished Interdivision Quality Control checklist</li><li>Append the following but not limited to: (Research instrument, Informed consent form (ICF), developed learning material, approval sheet</li></ul>	1
	Signed MOA	<ul style="list-style-type: none"><li>Photocopy</li></ul>	1
	Financial Report	<ul style="list-style-type: none"><li>Use template via <a href="https://tinyurl.com/BERFform1">https://tinyurl.com/BERFform1</a></li><li>Paste references in A4 size bond paper, e.g. Official Receipts, reimbursement expense receipt (RER), tickets, attendance, activity design, justification letter for semi-expendable, etc.</li><li>Fasten in a white A4 sized folder</li></ul>	1
Soft Copy	Passport Size Picture	<ul style="list-style-type: none"><li>White background</li><li>Preferably in Monday uniform</li></ul>	1
	Full Paper	<ul style="list-style-type: none"><li>PDF and Word file</li><li>A4 size layout, font style- Bookman old style, font size- 11</li></ul>	1

**b. Submission Process**

1. Grantees prepare all soft and hard copies of the deliverables.



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph





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2. Grantees submit the hard copy of the deliverables to the Schools Division Office through the SEPS for Planning and Research for initial screening.
3. If compliant, grantees submit the soft copy of the deliverables (*Photo and Full Paper*) through <https://bit.ly/CompletedBERF>.
4. SEPS prepares the transmittal and submits hard copies of the deliverables (*soft-bound manuscript, Photocopy of MOA, and Financial Report*) to the Policy, Planning, and Research Division of this Office on or before the scheduled deadline.

2. To request an extension to conduct the study, the grantee shall write a letter with justification addressed to the Regional Director through the chairman of the Regional Research Committee within 10 business days from the submission date.

3. Queries can be channeled to Jomar Boy A. Cuyos, Education Program Specialist II through Policy, Planning and Research Division.

4. Immediate dissemination and compliance with this Memorandum is highly desired.

**REBONFAMIL R. BAGUIO**  
Director III  
Officer-in-Charge  
Office of the Regional Director

Enclosed: As stated  
ROP4/jbac

RECORDS SECTION  
**RELEASED**

By: *[Signature]*  
Date: *Sept. 01, 2025*  
12/172