



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

March 2, 2020

**REGIONAL MEMORANDUM**

No. **1130**, s. 2020

**SUBMISSION OF COMPLETED RESEARCH UNDER BASIC EDUCATION RESEARCH FUND**

To: Schools Division Superintendents  
All Others Concerned

1. Relative to the implementation of DepEd Order No. 16, s. 2017 or the "Research Management Guidelines (RMG)," the Department aims to set up mechanisms to archive all completed education researches.
2. In this regard, all Schools Division Superintendents are requested to:
  - inform Basic Education Research Fund (BERF) recipients whose names appear in the enclosed list to submit the PDF copies of their completed research strictly observing the format specified in Annex 6 of DO 16, s. 2017 and in the samples enclosed herewith. If study has not been completed yet, a status report must be submitted. A sample is enclosed herewith for reference; and
  - facilitate the collection of the PDF copies of the completed research reports and scanned copies of the status reports and to submit to the Policy Planning and Research Division (PPRD) through email address pprd.region8@deped.gov.ph not later than March 30, 2020. Subsequently, a Certificate of Completion shall be given by this Office to each compliant BERF recipient.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO IV**  
Director IV

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

BERF RECIPIENTS    COMPLETED RESEARCH    SUBMISSION

PPRD-MBG



Enclosure to Regional Memorandum No. 1130, s. 2020**LIST OF BASIC EDUCATION RESEARCH FUND RECIPIENTS (FY 2015-2018)**

<b>No.</b>	<b>DIVISION</b>	<b>FUNDING YEAR</b>	<b>NAME OF RECIPIENT</b>
1	Baybay City	2017	Alvin P. Lesidan
2	Baybay City	2017	Angelyn M. Bongato
3	Baybay City	2017	Celestino I. Sapiler
4	Baybay City	2017	Christine A. Romo
5	Baybay City	2017	Cora C. Casangcapan
6	Baybay City	2017	Francis B. Recto
7	Baybay City	2017	Freya Joy E. Preciados
8	Baybay City	2017	Maria Nena Veronica B. Esquibel
9	Baybay City	2017	Visitacion M. Recto
10	Baybay City	2017	Wilfredo P. Lao
11	Biliran	2018	Junasis P. Cajipe
12	Biliran	2018	Shirly L. Gahum
13	Calbayog City	2015	Jeneth M. Alfaro
14	Calbayog City	2015	Milaner R. Oyoa
15	Calbayog City	2015	Oscar Jr. D. Billate
16	Calbayog City	2016	Adhna P. Timagos
17	Calbayog City	2018	Melanie P. Enriquez
18	Catbalogan City	2015	Veronica G. Buenaventura
19	Catbalogan City	2016	Darrel C. Tibre
20	Eastern Samar	2016	Renato A. Altar
21	Eastern Samar	2016	Teresita M. Abucot
22	Eastern Samar	2017	Catherine T. Anano
23	Eastern Samar	2017	Delma R. Capote
24	Eastern Samar	2017	Dinah R. Borja
25	Eastern Samar	2017	Edna A. Camora
26	Eastern Samar	2017	Emily Rose B. Abrenzosa
27	Eastern Samar	2017	Emmelie P. Awa-ao
28	Eastern Samar	2017	Joel Baris
29	Eastern Samar	2017	Jonathan G. Merillo
30	Eastern Samar	2017	Ma. Luisa A. Morante
31	Eastern Samar	2017	Maribel C. Bobila
32	Eastern Samar	2018	Ana S. Padual
33	Eastern Samar	2018	Bernarda B. Mendova
34	Eastern Samar	2018	Corazon B. Samson
35	Eastern Samar	2018	Dexter A. Agravante
36	Eastern Samar	2018	Joycee-Ann N. Diaz
37	Eastern Samar	2018	Leoncia P. Barlomento
38	Eastern Samar	2018	Nilo C. Carvajal
39	Eastern Samar	2018	Rhea P. Graza
40	Eastern Samar	2018	Yurhico O. Balagbis



Enclosure to Regional Memorandum No. 130, s. 2020**LIST OF BASIC EDUCATION RESEARCH FUND RECIPIENTS (FY 2015-2018)**

<b>No.</b>	<b>DIVISION</b>	<b>FUNDING YEAR</b>	<b>NAME OF RECIPIENT</b>
41	Leyte	2016	Jeffrey L. Zartiga
42	Leyte	2017	Jonathan T. Budlong
43	Leyte	2017	Orlando Q. Anacleto Jr.
44	Leyte	2018	Bennie O. Gonzales
45	Leyte	2018	Danreve D. Revez
46	Leyte	2018	Gerome R. Negad
47	Leyte	2018	Jennifer A. Avila
48	Leyte	2018	Lenard Paulo B. Padulla
49	Leyte	2018	Rex C. Briones
50	Northern Samar	2016	Eufemio D. Adarayan
51	Northern Samar	2017	Jackielou Melanie L. Castro
52	Northern Samar	2017	Michael J. Froilan
53	Northern Samar	2017	Myla P. Adiaton
54	Ormoc City	2018	Ciedelle Honey Lou S. Dimalig
55	Ormoc City	2018	Elvin H. Wenceslao
56	Ormoc City	2018	Ma. May Uldaliah A. Sarapuddin
57	Ormoc City	2018	Mayheen C. Bayhonon
58	Samar	2016	Angeline G. Abaigar
59	Samar	2017	Anita G. Pacula
60	Samar	2017	Evangeline S. Dacoscos
61	Samar	2017	Irene V. Orcales
62	Samar	2017	Lauro R. Gacusana
63	Samar	2017	Lea D. Galibo
64	Samar	2017	Lee Ann B. Labine
65	Samar	2017	Renno Jose B. Gabuya
66	Samar	2017	Roderick R. Cabato
67	Southern Leyte	2018	Isabelo D. Orais
68	Southern Leyte	2018	Loreza C. Eguna
69	Southern Leyte	2018	Lorifel C. Hinay
70	Tacloban City	2015	Jennith II V. Sabela
71	Tacloban City	2015	Ranulfo I. Baay
72	Tacloban City	2016	Magdalena N. Raga
73	Tacloban City	2016	Maria Cyril Tonette M. Nombrado
74	Tacloban City	2016	Roger D. Dagale
75	Tacloban City	2017	Galicano Jay Fabi
76	Tacloban City	2017	Jessie T. Catubao
77	Tacloban City	2017	Kimberly F. Zarzoa
78	Tacloban City	2017	Nilo M. Eder
79	Tacloban City	2017	Norberto O. Erandio

\*\*\* END OF LIST \*\*\*

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**MINIMUM REQUIREMENTS OF COMPLETED RESEARCH REPORT**

[ Reference: DepEd Order No. 16, s. 2017 – Annex A ]

Use:

- ✓ A4-sized paper with 1" margin on all sides
- ✓ Times New Roman font 12 throughout the paper, double-spaced, justified
- ✓ APA Style (6<sup>th</sup> Edition) on all citation and references

**COMPLETED BASIC RESEARCH**

Title Page  
Abstract  
Acknowledgment  
Introduction of the Research  
Literature Review  
Research Questions  
Scope and Limitation  
Research Methodology  
    Sampling  
    Data Collection  
Discussion of Results and Recommendations  
Dissemination and Advocacy Plans  
References  
Financial Report

**COMPLETED ACTION RESEARCH**

Title Page  
Abstract  
Acknowledgment  
Context and Rationale  
Innovation, Intervention, and Strategy  
Action Research Questions  
Action Research Methods  
    Participants and/or other Sources of Data and Information  
    Data Gathering Methods  
Discussion of Results and Reflection  
Action Plan  
References  
Financial Report

Enclosure to Regional Memorandum No. 130, s. 2020

**SAMPLE TITLE PAGE**

**A Sample Title Page of a Completed Research Report:**

**A Guide for Fund Grantees**

An Action Research

Under the Basic Education Research Fund

Submitted to the Regional Research Committee

Department of Education Region VIII

Juan B. dela Cruz, Jr.

Mananaliksik Integrated School

Schools Division of Catarman City

December 2018\*

*\*Month and Year when the research has been completed*

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**SAMPLE ABSTRACT PAGE**

**Abstract**

This is a sample style of writing the abstract of the completed research report. Write a concise summary of the key points of your research. (Do not indent.) Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings. Your abstract should be a single paragraph, double-spaced. Your abstract should typically be no more than 250 words. You may also want to list keywords from your paper in your abstract. To do this, indent as you would if you were starting a new paragraph, type *Keywords: (italicized)*, and then list your keywords. Listing your keywords will help researchers find your work in databases. \*

*Keywords: Abstract, research report, sample guide*

\*Purdue Online Writing Lab, Purdue University, owl.purdue.edu/owl/



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### **SAMPLE STYLE OF MAIN BODY**

#### **Introduction of the Research**

[ This part contains the purpose of the study. All bullet sentences written in the Action Research pro-forma should be converted into properly constructed paragraphs with elaborations as necessary. In text citation should use APA 6th Ed. ]

#### **Literature Review**

[ This part must completely discuss the intervention that will be used in the study, along with relevant research and readings. All bullet sentences written in the Action Research pro-forma should be converted into properly constructed paragraphs with elaborations as necessary. In text citation should use APA 6th Ed. ]

#### **Research Questions**

[ This part shows the questions which will guide the teacher throughout the process ]

#### **Scope and Limitation**

[ This part shows the problem or issue that the researcher wants to study with the project and the constraints that impact the researcher's ability to effectively study the scope of the project. ]

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**SAMPLE STATUS REPORT (FOR NON-COMPLETERS ONLY)**

*NOTE: This template must be encoded and printed.*

Name/s of Proponent/s : \_\_\_\_\_

Funding Year : \_\_\_\_\_

Approved Title of Research Proposal : \_\_\_\_\_

Type of Research : \_\_\_\_\_ (*Either Action Research or Basic Research*) \_\_\_\_\_

Approved Total Cost of Research (Php) : \_\_\_\_\_

Details of Receipt of Tranches (*Amount received and date; N/A if not Received*)

Tranche 1 : \_\_\_\_\_

Tranche 2 : \_\_\_\_\_

Tranche 3 (for BR) : \_\_\_\_\_

Date of Approval Letter from the Research Committee : \_\_\_\_\_

Original Date of Expected Completion of Funded Study : \_\_\_\_\_

**Current Status of the Conduct of Research** (*Explain which part of the workplan have been done*)

\_\_\_\_\_  
\_\_\_\_\_

**Justification of Request for Extension** (*Explain why the final report have not been submitted yet and why deadline of submission should be extended*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Expected Date of Submission of Final Report : \_\_\_\_\_

Prepared by:

[NAME/S OF PROPONENT/S]

Attested:

[NAME OF IMMEDIATE SUPERIOR]

[Position]

[NAME OF DIVISION RESEARCH COORDINATOR]

[Position]