Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

DEPARTMENT OF EDUCATION
EL SALVADOR CITY-RECORDS SECTION
RELEASED
OCT 14 2025
Time: 4:38 By: Control #: 341

October 9, 2026

DIVISION MEMORANDUM
NO. 341, s. 2026

SUBMISSION OF COMPLETED BASIC EDUCATION RESEARCH FUND (BERF)-FUNDED RESEARCH

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
All Public Secondary and Elementary School Heads
All Others Concerned

1. In line with the Department of Education's continuing commitment to strengthen evidence-based decision-making and promote a culture of research in basic education, all grantees of the Basic Education Research Fund (BERF) are hereby directed to submit their final research outputs on or before October 19, 2026.

2. All concerned researchers shall submit the final research report following the template stipulated in DepEd Order No. 16, s. 2017, re: Research Management Guidelines.

A. COMPLETED BASIC RESEARCH
- I. Title Page
- II. Abstract
- III. Acknowledgment
- IV. Introduction of the Research
- V. Literature Review
- VI. Research Questions
- VII. Research Methodology
  - a. Sampling
  - b. Data Collection
- IX. Discussion of Results and Recommendations
- X. Dissemination and Advocacy Plans
- XI. References
- XII. Financial Report

B. COMPLETED ACTION RESEARCH
- I. Title Page
- II. Abstract
- III. Acknowledgment
- IV. Context and Rationale
- V. Innovation, Intervention, and Strategy
- VI. Action Research Questions
- VII. Action Research Methods
  - a. Participants and/or other Data Sources

b. Data Gathering Methods
VIII. Discussion of Results and Reflection
IX. Action Plan
X. References
XI. Financial Report

3. Further, the soft copy (Microsoft Word file) shall be sent to analyn.fabria@deped.gov.ph with the file name: X_2026_Name of researcher/s_Title of the research.

4. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

5. This Office directs the immediate and strict compliance of this Memorandum.

RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH.: As stated
Reference: DepEd Order 16, s. 2017
under the following subjects:

Research BERF

RE: SUBMISSION OF COMPLETED BASIC EDUCATION RESEARCH FUND (BERF)-FUNDED RESEARCH
SGOD/Agf