



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

26 March 2024

DIVISION MEMORANDUM

No. 117, s. 2024

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads and Teachers
Non-teaching personnel
All others Concerned

2nd CALL FOR SUBMISSION OF RESEARCH PROPOSALS FOR FUNDING UNDER THE BASIC EDUCATION RESEARCH FUND (BERF)

1. The Schools Division Research Committee (SDRC) continues its endeavor to promote the culture of research in our Schools Division. As such, to assist our researchers, have an access and maximize the support mechanisms provided for by our Department thru BERF, the SDRC calls for the online submission of research proposals from all governance levels for evaluation by the committee for possible funding under BERF FY 2024. Along this line, it is expected that all submitted proposals have undergone screening and review at the school/ district level (whichever is applicable) following the required forms and styles.

2. Henceforth, all research proposals from the schools, districts, and the division office to be submitted online for initial review by the SDRC should include a **scanned** copy of the following **required** attachments which could all be downloaded from the e-TABUK in Research shared folder via

<https://www.tinyurl.com/eTABUKsharedfolder>:

- a. Evaluation checklist for Basic/ Action Research Proposal signed by the School Research Coordinator and the school research committee chairman
- b. Application form and endorsement of immediate supervisor
- c. Anti-plagiarism and absence of conflict-of-interest declarations

3. To facilitate review, researchers are to submit their proposals in *MS Word* thru email at planningandresearch.dotabuk@gmail.com on or before **April 26, 2024**.



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Email: tabuk.city@deped.gov.ph
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4. In this connection, all qualified proposals at the division level will be endorsed to the Regional Research Committee for review and approval.
5. Immediate and wide dissemination of this Memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

By the Authority of the Schools Division Superintendent:

JAN NOWEL E. PEÑA
OIC-Assistant Schools Division Superintendent

SGOD/P&R/dbb/ CallforPapersforBERFSY20232024
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