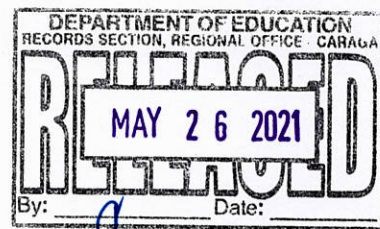




Republic of the Philippines
Department of Education
CARAGA REGION



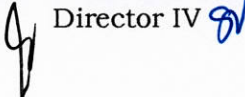
March 24, 2021

REGIONAL MEMORANDUM
No. 336 s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

ONLINE REPORTING IN RESEARCH

1. To ensure efficiency and promptness in the submission of reports especially on Basic Education Research Fund Utilization, the Policy, Planning and Research Division strategized through the use of google drive. Link shall be sent through the gmail account of the Research Coordinator.
2. BERF Online Reporting Protocols is attached as enclosure 1 and it shall be observed in the submission of reports.
3. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.


EVELYN R. FETALVERO, CESO IV
Director IV 

Encls.: 1. BERF Online Reporting Protocols

Reference: DO 16, S. 2017

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

BERF

RESEARCH

PPRD/clg
05/24/2021



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Document Control No:
DepEdRO-13-F-REC-013/R3/02-18-2020

BERE Online Reporting Protocols

BERF Online Reporting Protocols (1/3)

1. Each Division will have a file folder in the google drive BERP Reports (Agusan del Norte, Agusan del Sur,). Division folder includes:
 - BERP Completed Research (sub-folder)
 - Caraga BERP Monitoring Report (sub-folder)
 - Status Report of Researchers Subsidized by BERP (sub-folder)
2. Access shall be provided only to SGOD Chiefs and Division Research Coordinators.

BERF Online Reporting Protocols (2/3)

BERF Completed Research

3. Division Offices shall validate pre-uploaded copies and upload pdf copies of unsubmitted and new completed research.
4. Division Offices shall rename the file names of pdf copies of completed research using the format below:

Division_Year_Surname_Title

✓ Sample: **AgusandelNorte_2020_Sio_Implementation
Research on BERP**

BERF Online Reporting Protocols (2/3)

BERF Status Report

5. For FY 2021, reporting shall be by quarter (Qtrs 1,2,3 & 4).
DOs may use the templates to monitor BERP status. DOs shall update BERP Status (BERF Monitoring Report and Status Report of Researchers Subsidized by BERP) for FYs 2015 to 2020.
6. BERP Completed Research shall be counted as completed in the year the proposal was accepted;
7. Upload the **list or summary** of completed research (excel file and listed by year);