



**DIVISION MEMORANDUM**

No. 92, s. 2018

**TO: CHIEFS OF CID AND SGOD  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS  
SCHOOL RESEARCH COORDINATORS**

**FROM: MA. LORLINIE M. ORTILLO, CESO VI**  
Schools Division Superintendent *LM Ortillo*

**SUBJECT: ORIENTATION ON 2018 RESEARCH PROPOSALS TO BE FUNDED BY BASIC EDUCATION  
RESEARCH FUND (BERF)**

**DATE: June 6, 2018**

1. In accordance with Regional Memorandum No. 144 s. 2018 entitled "Call – up for 2018 Research Proposals to be Funded by Basic Education Research Fund (BERF)", the Schools Division Office of Kabankalan City through the Planning and Research Unit will conduct an orientation to all School Research Coordinators on June 13, 2018 at 8:00 -12:00 A.M., Division Conference Hall.
2. This orientation aims to provide participants with knowledge of the Research Management Guidelines as stipulated in DepEd Order No. 16, s. 2017. Likewise, documentary requirements for the submission of research proposals will be discussed.
3. Participants to this activity are the School Research Coordinators of elementary and secondary schools.
4. Foods and other incidental expenses incurred in the conduct of the said activity shall be charged against Division LIS/EBEIS Fund subject to usual accounting and auditing rules and regulations.
5. Immediate and widest dissemination of this memorandum is desired.