



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**  
**DIVISION MEMORANDUM**  
SGOD-2023-418

To : Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads and Teachers of Public  
Elementary and Secondary Schools  
All Non-teaching Personnel

Subject : REGIONAL GUIDELINES ON THE REFUND PROCESS OF BERF-FUNDED RESEARCH

Date : September 12, 2023

In reference to the attached Regional Memorandum No. 19, s. 2023, re: "Regional Guidelines on the Refund Process of BERF-Funded Research", this Office disseminates this information to direct the field on the process flow of refund and request for an extension beyond the funding year of the BERF-Funded Research.

Further, other contents of the attached memorandum are self-explanatory and explicitly discuss the inclusion of details.

For information, guidance, and compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
23-167948  
DATE: SEP 14 2023 TIME: 9:28 am  
BY: *[Signature]*

Enclosed: As stated.  
SGOD/PR/mbr



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396

Revised



23-23394

DepEd Schools Division Office - Davao City  
RECORDS SECTION

Republic of the Philippines  
**Department of Education**  
DAVAO REGION

107948  
DATE: 11 SEP 2023 TIME: 9:31  
BY: [Signature]

Office of the Regional Director

September 7, 2023

REGIONAL MEMORANDUM  
No. 19, s. 2023

**REGIONAL GUIDELINES ON THE REFUND PROCESS  
OF BERF- FUNDED RESEARCH**

To : Schools Division Superintendents  
All Others Concerned

1. Pursuant to DepEd Order No. 16, s. 2017: re "Research Management Guidelines (RMG)", BERF- funded research shall be accomplished within the set time frame for a maximum of 1 year. In the event the grantee needs extension, the policy also provides the direction to extend the research implementation to not more than (1) year on a valid reason and no additional cost shall be incurred to DepEd.
2. However, if for some reasons, the grantee still fails to finish the research implementation, the grantee is required to refund the full amount that was received.
3. Thus, this Office through the Policy, Planning and Research Division issues the refund process framework as indicated in the following enclosures:
  - a. Enclosure 1: General Guidelines on the Refund and Extension beyond Funding Year of the BERF- Funded Research
  - b. Enclosure 2: BERF Refund Process Flow
4. These guidelines shall take effect immediately.
5. Should there be any concern, you may reach **JOMAR BOY A. CUYOS**, Education Program Specialist II through Policy, Planning, and Research Division at (082)-2240-752.
6. Immediate dissemination of this Memorandum is highly desired.

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

By: [Signature]  
Date: Sept. 08, 2023  
23394

By the Authority of the Regional Director  
**ALLAN G. FARNAZO**  
Director IV

[Signature]  
**MARILYN B. MADRAZO, EdD.**  
Chief, PPRO  
Officer-in-Charge

Enclosed: As Stated  
Rop4/jbac



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*(Enclosure 1 of the Regional Memorandum No. 19, s. 2023)*

**REGIONAL GUIDELINES ON THE REFUND PROCESS  
OF BERF- FUNDED RESEARCH**

**I. Rationale**

The main goal of the Basic Education Research Agenda is to guide the Department of Education and its stakeholders in conducting research and the utilization of its result to inform the Top Management's policy, planning, and program development aligned with its vision, mission and core goals. This program has been funded through the Basic Education Research Fund. A grantee of this fund must complete the research management cycle and submits all the required deliverables.

The grantee should accomplish the research implementation within (1) year and if the researcher fails to do it, an extension of not more than (1) year is granted under valid reason and no additional cost will be incurred to the Department. However, for some unforeseen circumstances, few grantees still fail to finish their research.

Though the RMG serves as guidance in managing the conduct of research in national, regional, schools' division and school level, it did not specify the process of refund during cessation. In the event a grantee fails to finish the research implementation within the given time even with the provision of extension, it mandates the grantee to refund the full amount that was received.

The Regional Research Committee (RRC) issues this refund process framework in order to put in a mechanism in refunding the amount that was received by the grantee. This helps RRC and the grantees identify where to begin and what documents need to be prepared to refund the amount.

**II. Scope**

These regional guidelines give a clear direction to all DepEd Region 11 BERF grantees/researchers from schools, divisions and region and Division Research Coordinators on process of the refund of the amount that was received once the research implementation fails to be completed and submit the deliverables within the allotted time.

**III. Procedure**

**A. Refunding of the Total Amount that was Received**

*1. Writing of Intent Letter*

The BERF grantee writes an intent letter stating the reason of the cessation of research implementation addressed to the Regional Director



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through the Chief Education Supervisor of PPRD requesting to refund the total amount that was received.

2. *Issuance of Response Letter*

RO- PPRD issues a response letter to the grantee through the Schools Division Office. The grantee shall process the refund of the total amount that was received for not more than 60 working days upon the issues of the response letter.

3. *Issuance of Memorandum to Process Refund*

The SDO- Planning and Research issues a memorandum allowing the grantee to process the refund.

4. *Notification on the Date of Refund*

SDO – Planning and Research notifies the RO- PPRD on the date the grantee will process the refund to facilitate the preparation of the necessary documents. The grantee may opt to refund the money through an authorized representative for as long as there is an authorization letter.

5. *Preparation of Indorsement Letter*

The RO- PPRD prepares the indorsement letter and shall be issued to the Finance Division (FD) on the day of processing the refund.

6. *Issuance of Order of Payment*

RO- FD issues an order of payment to the grantee.

7. *Payment Acceptance*

The grantee proceeds to the cashier section to process the payment of refund and secures official receipt (OR).

8. *Issuance of Refund Certificate*

The grantee submits a photocopy of the official receipt and obtain a certificate of refund from the RO- PPRD.

**IV. Monitoring and Evaluation**

Apart from the progress monitoring of the completion of the research implementation and the processing of refund, the RO- PPRD and SDO- Planning and Research shall conduct monitoring and evaluation utilizing the regional tool of the entire research management cycle to improve the management of research. Feedback will be communicated through M&E platforms or during Research Bayanihan in their respective level of governance.



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**V. Effectivity Date**

This regional guideline shall take effect in all BERF- funded research conducted from fiscal year 2023 onwards. Thus, immediate dissemination of this Memorandum is highly desired.

**VI. Reference**

- DepEd Order No. 16, s. 2017, Research Management Guidelines
- DepEd Order No. 39, s. 2016, Adoption of the Basic Education Research Agenda



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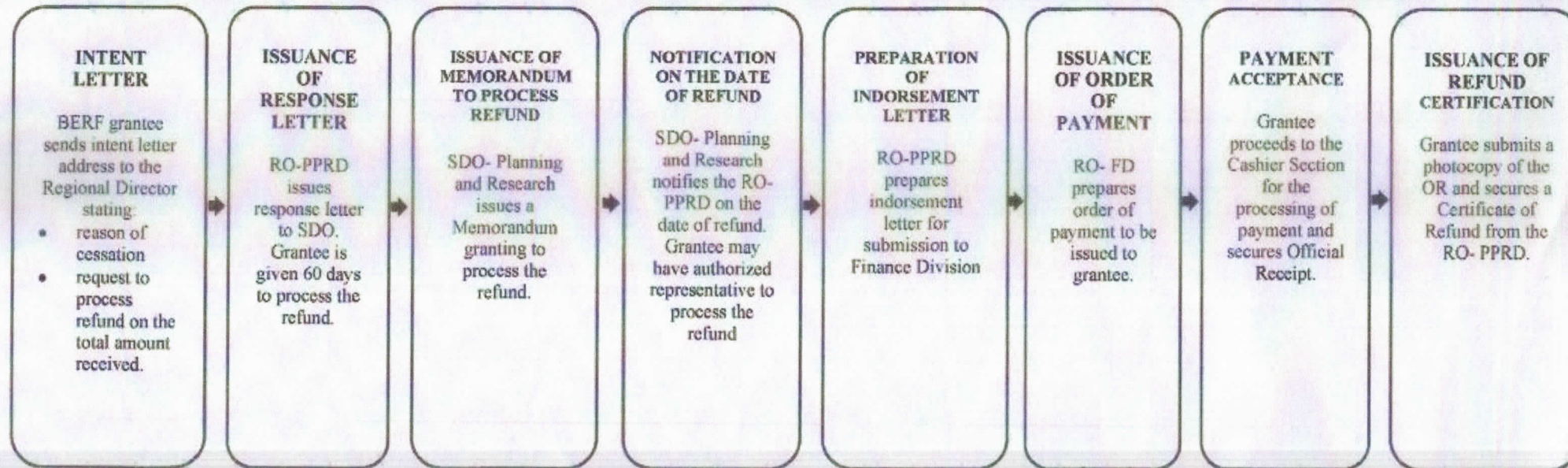


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*(Enclosure 2 to Regional Memorandum No. 19 s. 2023)*

**BERF REFUND PROCESS FLOW**



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