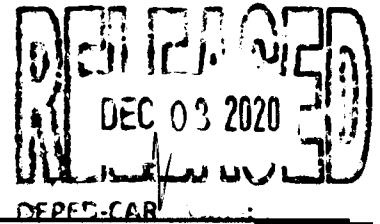




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



December 01, 2020

REGIONAL MEMORANDUM  
No. 388-2020

**Submission of Final Report of Completed Research under BERF**

TO: Schools Division Superintendents  
All Divisions  
Senior Education Program Specialists, SGOD-Planning Unit  
Others Concerned

1. Relative to the implementation of DepEd Order No. 16, s. 2017 entitled "**Research Management Guidelines**", the Department and this Office aim to set up a mechanism to archive all completed education research conducted relevant to the implementation of the K to 12 Basic Education Curriculum. This will ensure the availability of evidences to support policy development, education framework, program and project implementation, plan preparation, training program design, and development of instructional materials, among others. It is understood that final reports submitted to this Office were thoroughly **reviewed and approved** by the Division Research Review and Evaluation Committees (DRREC).

2. In this connection, submission of final reports of completed researches under BERF within this time of COVID 19 pandemic will be thru **softcopies in MS Word and PDF formats**, following the specified template in Enclosure 2 to this memorandum. Further, attached (Enclosure 1) is the list of researchers indicating timelines for submission of final reports, and those to submit softcopies of their completed research.

3. All approved and on-going **2019 and 2020 researches** will be obligated this CY 2020 budget. Relative to this, all researches shall be completed and submit deliverables /final report on or before **May 31, 2021**, including those 2019 on-going research that will be requesting for extension.

4. All submission will be through email address [pprdberf.depedcar@gmail.com](mailto:pprdberf.depedcar@gmail.com).

5. Strict compliance to and immediate dissemination of this Memorandum is desired.

  
**ESTELA L. CARIÑO EdD, CESO IV**  
Regional Director

PPRD/EET/cpp



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Enclosure 1 of Regional Memorandum No. 388-2020

**List of BERF Grantees**

**2019 Grantees**

	<b>PROPONENT</b>	<b>COMPLETION AND SUBMISSION OF DELIVERABLES</b>	Position and / designation	<b>SDO</b>	<b>School / Office</b>	<b>FINAL TITLE</b>
1	Awat, Anisia L; Simsim, Teresita B.; Alawas, Crestita B.	<b>December 08, 2020</b>	Master Teacher I; Principal I; Principal I	Benguet	Topdac ES; Filomena P. Cating ES; Adoyunan Elementray School	Implementation of the Private Sponsored School Feeding Program in Atok District
2	Bangse-il, Cliftone K.	<b>December 08, 2020</b>	Admin. Assistant II	Benguet	SDO-Admin	Suppliers' Awareness on Government Procurement Law and Its Revised Implementing Rules and Regulations
3	Bongtiwon, Raquel T.	<b>December 08, 2020</b>	Teacher III	Ifugao	Gohang National High School	Motivation and Work Performance of Senior High School Teachers of the Schools Division of Ifugao
4	Buhong, Sharolyn B.	<b>December 08, 2020</b>	Teacher III	Ifugao	Lagawe Central School	Factors Affecting the Implementation of Mother Tongue Based-Multilingual Education (MTB-MLE) Teachers
5	Copsiyan, Francisco C.	<b>December 08, 2020</b>	Education Program Supervisor	Baguio City	SDO - CID	Implementation of the Senior High School in the Division of Baguio City



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6	Cuh-ing, Bivian B.	<b>December 08, 2020</b>	Principal I	Benguet	Loo National High School	Office Performance Commitment and Review Form Implementation of Ampucao and Loo National High Schools
7	Dupo, Jeany C.; Abuda, Jovy Rose A.; Balantin, Gilbert M.	<b>December 08, 2020</b>	Master Teacher II; Master Teacher II; Head Teacher VI	Baguio City	Pines City National High School	Teaching Learning and Digital Literacy Skills in Content Areas and Teaching Performance
8	Ganotice, Evelyn C.	<b>December 08, 2020</b>	Education Program Supervisor	Kalinga	SDO - CID	Implementation of Senior High Schools of Schools Division of Kalinga
9	Gawi, Geraldine B.	<b>December 08, 2020</b>	PSDS	Ifugao	SDO	Factors Affecting the Performance of School Heads in the Schools Division Office - Ifugao
10	Gondales, Wilber G.	<b>December 08, 2020</b>	Teacher III	Benguet	Adaoay National High School Extension- Abucot	English Proficiency Level of Grade 7 Learners of Adaoay National High School Extension- Abucot, Eddet, Kabayan, Benguet
11	Guinumtad, Joeferino M.; Olucan, Jefferson P.; Domingo, Rowena E.	<b>December 08, 2020</b>	Head Teache VI; Teacher III; Teacher I	Baguio City	Pines City National High School	Teachers Professional Development Participation of West Baguio and Baguio Central District
12	Lapniten, Thelma S.	<b>December 08, 2020</b>	Master Teacher II	Benguet	Buyagan Elementary School	Issues Encountered by La Trinidad Elementary Teachers in the Implementation of Classroom



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						Observation Tool
13	Licyag, Imelda T.	<b>December 08, 2020</b>	SEPS	Ifugao	SDO - SGOD	Teaching Competencies of Public Junior High School English Teachers
14	Llaneza, Lorna B.	<b>December 08, 2020</b>	Senior Education Program Specialist	Abra	SDO - SGOD	Educational Service Contracting and the Performance of Secondary Schools in the Division of Abra
15	Marquez, Ronald T.	<b>December 08, 2020</b>	Education Program Supervisor	Abra	SDO - CID	The Learning Resource Development Activity of Bangued District, Abra Division
16	Pagandiyon, Loraine S.	<b>December 07, 2020</b>	Teacher I	Mt. Province	Mabaay National High School	Heightened Alert to Natural Calamities through Disaster Awareness for Health Scouts
17	Panelo, Ursalina P.	<b>December 08, 2020</b>	Principal I	Abra	San Diego Elementary School	Mentoring Skills and Instructional Competence in the Elementary Schools of Pidigan District
18	Pantaleon, Crisanta P.	<b>May 31, 2021</b>	EPS II	RO	Policy, Planning, and Research Division	Understanding Teachers' Practices, Perceptions, Challenges and Needs of Teachers in Conducting School-based Research



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19	Pedro, Octavia M.	<b>December 08, 2020</b>	Principal I	Baguio City	Lindawan Elementary School	School Heads' Instructional Practices in the Schools Division of Baguio City
20	Poyongan, Claire C.	<b>December 08, 2020</b>	Teacher III	Baguio City	A. Tabora Elementary School	Interaction between Teachers and Learners Different Linguistic Background in Mother Tongue Subject
21	Ramos, Deo M.	<b>December 08, 2020</b>	Education Program Specialist II	Abra	SDO - CID	Ilocano Proficiency and Performance of Mother Tongue-Based Multi-Lingual Education Teachers
22	Yag-ao, Belen S.	<b>December 08, 2020</b>	Master Teacher 1	Kalinga	Luplupa Elementary School	Evaluation in the Implementation of Youth Environment Schools Organization in Tinglayan District

**2020 Grantees**

	<b>PROPONENT</b>	<b>COMPLETION AND SUBMISSION OF DELIVERABLES</b>	Position and / designation	<b>SDO</b>	<b>School / Office</b>	<b>FINAL TITLE</b>
1	Agtani, Joven B.	<b>May 31, 2021</b>	PDO-I Youth Formation	Benguet	SGOD	Career Guidance Implementation of Public Secondary Schools of Benguet
2	Cadley, Marie Grace A.	<b>May 31, 2021</b>	Teacher III	Benguet	Buyagan Elementary School	Learning Cards to Enhance the Competence of Grade 6 in Araling Panlipunan



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3	Dominguez, Lucille Y.	<b>May 31, 2021</b>	Teacher III	Benguet	Evelio Javier Memorial NHS- Main	Stay at Home Stressors and Coping Mechanisms of Students due to COVID-19
4	Hidalgo, Bryan	<b>May 31, 2021</b>	EPS	Regional Office	Curriculum Learning and Management	Impact of Early Language Literacy and Numeracy (ELLN) Teacher Professional Development (TPD) Program
5	Ignacio, Leo B.	<b>May 31, 2021</b>	Teacher III	Benguet	Camp 30 National High School	A Collaborative Learning Strategy through Pair-Draw-Solve-Share
6	Lidua, Bryan T.	<b>March 12, 2021</b>	Registrar I	Benguet	Benguet National High School - Main	Guidelines on the Request and Transfer of Learner's School Records: An Evaluation Research
7	Pecay, Rose Kayee D.	<b>May 31, 2021</b>	Master Teacher I	Benguet	Cordillera Regional Science High School	Mustering Mastery: A Narrative Case Study of Master Teachers' Transcendent Journey to Instructional Leadership
8	Salamat, Ryan Jay V.	<b>May 31, 2021</b>	Teacher III	Benguet	Beleng-Belis Barrio School	MAC-X: Its Effect to the Performance of Grade 2 Mathematics Learners
9	Wagang, Joan Hertemia B.	<b>May 31, 2021</b>	Guidance Counselor III	Benguet	Ampusongan National High School- Main	Mental Health and Job Satisfaction of Bakun District Teachers



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10	Yog-a, Genevieve A. Pangesfan, Mercy Rose S.	<b>May 31, 2021</b>	Administrative Assistant II, Administrative Assistant III	Benguet	SDO	Assessment of the Promotion of Level 1 Employees in SDO- Benguet
<ul style="list-style-type: none"> <li>Including approved researches during the Coaching and Orientation Batch 2 and 3 November 24-27, 2020.</li> </ul>						

**Completed Researches without or incomplete softcopies to submit on or before December 31, 2020.**

**2017 BERF RESEARCHES**

	PROPONENT		Title of Research Proposal	Remarks/Assessments
1	<b>Asencio, Rhoda P.</b>	Abra	Integration of Indigenous Knowledge Systems and Practices into Disaster Risk Reduction and Management of the Secondary Schools of the Schools Division of Abra	
2	<b>Bayanes, Cherry Ann S.</b>	Benguet	Enhancing Reading Level of Lepanto National High School Grade Seven Learners Through Electronic Virtual Instructional Materials	NO PRELIMINARY PAGES - TITLE PAGE, ABSTRACT ACKNOWLEDGEMENT, TABLE OF CONTENTS
3	<b>Dogao, Juliet W.</b>	Mountain Province	The Spelling Garden: Its Effect on the Spelling and Vocabulary Skills of Pupils	
4	<b>Lite, Nemia N.</b>	Mountain Province	Learning Action Cell on Research for Instructional Leaders	
5	<b>Magalalit, Jocelyn B.</b>	Mountain Province	Assessment of Elementary Teachers' Competencies: A Basis for the Development of a Professional Development Plan	

**2018 BERF RESEARCHES**

	PROPONENT (Last, first, MI)	SDO	FINAL TITLE	CATEGORY
1	<b>Bumosao, Concepcion B.</b>	Kalinga	Pagpapaunlad ng Talasalitaan Gamit ang Mapamaraang Interbensiyong Kagamitan	Action
2	<b>Butale, Jane I.</b>	Ifugao	DART (Daring Activities and Research Tutorials) to the	Action



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			Performance of Grade 12 STEM Learners	
<b>3</b>	<b>Bagayao, Deewaii B.</b>	Tabuk City	Research Competence of Teachers in the Schools Division of Tabuk City	Basic
<b>4</b>	<b>Enciso, Suzelle C.</b>	Apayao	A Tracer Study of the Graduates of Alternative Learning System (ALS) from CY 2015-2017	Basic

**2019 BERF RESEARCHES**

	<b>PROPONENT (Last, first, MI)</b>	<b>SDO</b>	<b>FINAL TITLE</b>	<b>CATEGORY</b>
<b>1</b>	<b>Dasayon, Rosemarie M..</b>	Kalinga	Oral Reading of Grade-I Learners	Basic

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Enclosure 2 of Regional Memorandum No. 388-2020

**TEMPLATE/ SEQUENCE OF FINAL REPORTS**

- Font style – Arial
- Font size – 11
- Spacing – double space
- Paper size – A4
- Margins – Normal (1 inch in all sides)
- Folder – A4 brown folder, fastener
- Pagination – Upper – right corner

- Titles – center

<b>ACTION RESEARCH</b>	<b>BASIC RESEARCH</b>
<b>Indorsement from SDO</b>	<b>Indorsement from SDO</b>
• TITLE PAGE	• TITLE PAGE
• ABSTRACT	• ABSTRACT
• ACKNOWLEDGEMENT	• ACKNOWLEDGEMENT
• TABLE OF CONTENTS	• TABLE OF CONTENTS
CONTEXT AND RATIONALE	INTRODUCTION OF THE RESEARCH
ACTION RESEARCH QUESTIONS	LITERATURE REVIEW
INNOVATION, INTERVENTION, AND STRATEGY	RESEARCH QUESTIONS
ACTION RESEARCH METHODS	SCOPE AND LIMITATION
Research Design	RESEARCH METHODOLOGY
Participants and / or other Sources of Data and Information	Research Design
Data Gathering Methods	Sampling
Data Analysis	Data Collection
Ethical Issues	Data Analysis
DISCUSSION OF RESULTS AND REFLECTION	Ethical Issues
CONCLUSION AND RECOMMENDATION	RESULTS AND DISCUSSION
ACTION PLAN	CONCLUSION AND RECOMMENDATION
REFERENCES	DISSEMINATION AND ADVOCACY PLANS
Appendices	REFERENCES
FINANCIAL REPORT (with name and signature)	Appendices
<b>COPY OF MOA</b>	FINANCIAL REPORT (with name and signature)
	<b>COPY OF MOA</b>



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**REQUIREMENTS FOR RESEARCH ABSTRACT (Final Report)**

- An abstract is a concise summary that enables readers to quickly assess the contents and direction of the paper. **The abstract concisely describes the topic/ purpose/scope, methods, principal findings and the conclusions.**
- It should be of **150 – 250 words in one (1) paragraph**, in Arial font and size of 11 pt, left alignment. It must also be typed single-spaced on a standard A4 paper with 1” all sides.

**ABSTRACT**

Title:

Researcher/s: (Team Leader) First Name, Middle Initial, Family Name  
 (Member)  
 (Member)

School/ Office:

email address/es:

Date: (date of submission to the division office) month and year

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*Keywords:* (minimum of 3, maximum of 5 keywords separated by a comma (,))

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**FINANCIAL REPORT TEMPLATE**

FINANCIAL REPORT							
A. Supplies and Materials							
Activity	Item	Unit	Quantity	Estimated Cost	Total Estimated Cost	ACTUAL COST	TOTAL ACTUAL COST

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