



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
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DIVISION MEMORANDUM  
No. ~~458~~, s. 2017

**Research Proposals for Basic Education Research Fund (BERF) 2018  
Timeline of Submissions**

To: **All Interested Teaching, Teaching Related, and Non-Teaching Personnel**

1. In anticipation for the call of research proposals under the Basic Education Research Fund (BERF) Calendar Year (CY) 2018 by the Department of Education (DepEd) Regional Office (RO), timeline for the submission of research proposals to the Schools Division Research Committee (SDRC) through the Planning and Research Section of the Schools Governance and Operations Division (SGOD) will be as follows:

<b>Quarter Call</b>	<b>Coverage of Panel Reviews</b>	<b>Start of Acceptance</b>	<b>Deadline of Acceptance</b>
<i>First</i>	<i>on or before 8 December 2017</i>	<i>15 January 2018</i>	<i>26 January 2018</i>
<i>Second</i>	<i>27 January to 1 April 2018</i>	<i>2 April 2018</i>	<i>13 April 2018</i>
<i>Third</i>	<i>14 April to 1 July 2018</i>	<i>2 July 2018</i>	<i>13 July 2018</i>
<i>Fourth</i>	<i>14 July to September 30</i>	<i>1 October 2018</i>	<i>12 October 2018</i>

2. Strict compliance to the timelines will ensure efficiency of workflows, quality of research manuscripts, and timely submission as scheduled by DepEd RO.
3. Any adjustments with the above-stated schedules will be announced through an Office addendum.
4. Immediate and wide dissemination of this Memorandum to all concerned is required.

**FEDERICO P. MARTIN, CESO VI, EdD**  
Schools Division Superintendent

FOR THE SDS:

**SORAYA T. FACULO, PhD**  
OIC – Schools Division Superintendent  
Chairperson, Schools Division Research Committee (SDRC)