



Republic of the Philippines
Department of Education
 REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
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BY: [Signature]	DATE: 10 MAR 2026
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**Office of the Schools Division
 Superintendent**

March 10, 2026

DIVISION MEMORANDUM
 NO. 163, s. 2026

**POLICIES AND PROCEDURES FOR THE EXTERNAL DISSEMINATION AND
 PUBLICATION OF BERF-FUNDED RESEARCH**

To: Assistant Schools Division Superintendent
 Chiefs of SGOD and CID
 Public Schools District Supervisors/Districts in charge
 Public Elementary and Secondary School Heads
 All BERF Grantees
 All Others Concerned

- In line with the Department of Education's commitment to evidence-based decision-making, this Office emphasizes that the research journey does not end at the submission of the final manuscript. All recipients of the Basic Education Research Fund (BERF) are encouraged to share their findings through various dissemination methods, including Policy Briefs, Oral or Poster Presentations, and Publication in reputable journals such as the **PAKLI Research Journal**.
- Before any BERF-funded study is presented or published in an **external venue** (e.g., international conferences or non-DepEd journals), the researcher **must secure prior approval** from the **Regional Research Committee (RRC)** through the Planning and Research Section, the Schools Division Research Committee (SDRC) Secretariat. Failure to secure this approval may affect the standing of the grant and the official recognition of the activity.
- The following are the key requirements and steps for the request:

Step 1: Submission of Request Letter. The researcher must submit a formal letter to the SDO. The body of the letter must explicitly include:

- Statement of Request: A clear intent to present or publish.
- Research Title: The exact title of the BERF-funded study.
- Venue/Platform: The specific name of the conference, journal, or seminar.
- Date: The scheduled date or period of the activity.
- Justification: A brief statement explaining the value and significance of disseminating the study.

Step 2: RRC Approval. The division office will facilitate the endorsement to the Regional Research Committee for final approval.



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Step 3: Post-Activity Documentation. Upon completion, the researcher must submit a copy of the presentation material or the published paper to the RRC through the SDRC Secretariat for official documentation.

- All presentation materials and published papers must include a formal acknowledgement of the BERF funding from the Department of Education, the Region, and the Schools Division Office.
- Attached to this memorandum is the **Pro-forma Request Letter** (Enclosure A) and **Endorsement** (Enclosure B) to ensure uniformity and completeness of information in all applications for external dissemination. The suggested pro forma can be accessed at this link: https://bit.ly/PRS_ResearchMaterials.
- For inquiries, contact the SGOD-Planning and Research Section at **09608885078**.
- Immediate and wide dissemination of this Memorandum is desired.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

OLIVER B. TALAOC, EdD
SGOD Chief
In Charge of Office

Encl.:
As stated

References:
DO 26, s. 2021
DO 16, s. 2017
DO 39, s. 2016

To be indicated in the perpetual index under the ff. subjects:
BERF DISSEMINATION GRANTS
RESEARCH PUBLICATION GUIDELINES

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Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY
SCHOOL ID – SCHOOL NAME (DISTRICT)

March 10, 2026

GREGORIO CYRUS R. ELEJORDE, EdD, CESO V
Assistant Regional Director
Chairman, Regional Research Committee

Attention: **Schools Division Research Committee**

Sir:

I am writing to formally request approval to present/publish the findings of my research study funded under the Basic Education Research Fund (BERF). Below are the specific details of the intended dissemination:

Research Title: [Insert Exact Title]
Method of Dissemination: [e.g., Oral Presentation/Publication]
Venue/Platform: [Insert Name of Conference or Journal]
Schedule/Date: [Insert Date]

Justification: [Brief statement on the value of disseminating this study]

In line with the BERF Research Implementation Guidelines, I hereby commit to formally **acknowledging** the BERF funding in all materials, **submitting**—together with this request—the complete copy of the materials or manuscript I intend to use for review and documentation, and **ensuring** that all disseminated content remains strictly consistent with the approved research manuscript.

Sincerely,

Researcher's signature over Printed Name
Item Position



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY
SCHOOL ID – SCHOOL NAME (DISTRICT)

1st Endorsement
March 10, 2026

Respectfully forwarded to **Virgilio P. Batan Jr., CESO V, Schools Division Superintendent**, (Attn: **Planning and Research Section, Secretariat, Schools Division Research Committee**), the herein request of **[Name of Researcher]**, **[Position]**, of **[Name of School/Office]**, for approval to present/publish the BERF-funded research entitled "**[Insert Complete Research Title]**" at the **[Name of Conference/Journal/Platform]** on **[Date of Activity]**.

This Office has reviewed the attached presentation materials/manuscript and finds the content consistent with the approved research and aligned with the school's/district's/office's professional development goals. Furthermore, this Office interposes no objection to the said request, provided that the necessary classes/office functions are properly transitioned to ensure no disruption of services.

For favorable action.

[SIGNATURE OVER PRINTED NAME]
[Position/Designation of Immediate Head]
(School Head / PSDS / Section Head/ Chief)