



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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**Office of the Schools  
Division Superintendent**

24 July 2023

DIVISION MEMORANDUM  
No. 316, s. 2023

**WORKSHOP ON E-SALIKSİK INDEX AND ARCHIVAL FOR  
THE RECIPIENTS OF THE 2023 BASIC EDUCATION RESEARCH FUND (BERF)**

To: **All Public Elementary School Heads**  
**All Public Secondary School Heads**  
**All Others Concerned**  
This Division

1. This Office through the Schools Division Research Committee (SDRC) congratulates this year's recipients of the Basic Education Research Fund (BERF). With this, a workshop for e-Saliksik Index and Archival for the BERF grantees on August 3-4 at C Resort, Gimaylan, Libertad, Misamis Oriental.
2. The activity aims to cover these sessions:
  - a. BERF guidelines and protocols on fund utilization,
  - b. BERF completion, documents and attachments,
  - c. Quality Control Checklist (QCC),
  - d. E-Saliksik Indexing and Archival,
  - e. Conference Preparation.
3. Participants of this activity are the following:
  - a. 2023 BERF Recipients (Please see attachment 1.1),
  - b. Officers of the Assoc. of School Research Coordinators (Attachment 1.2),
  - c. Schools Division Research Committee and the TWG.





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4. Teaching personnel who are indicated as participants of the aforesaid activity shall have a corresponding service credits following the guidelines of DepEd Order 53, s. 2023.
5. Expenses relative to this activity is charged against Special Education Fund-Research and Development, subject to the usual accounting and auditing rules.
6. Further, this Memorandum shall also serve as the Official Authority to Travel of the identified participants.
7. This research activity adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
8. For dissemination, guidance and strict compliance.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent  


To be indicated in the Perpetual Index  
under the following subjects:

SGOD/KRAS/hrd                      RESEARCH  
BERF 2023





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**Attachment 1.1 2023 BERF Grantees**

Name	School/Station
Marilou Y. Descallar, MAEd, RGC Guidance Counsellor II (District II)	SDO-SGOD
Bernie A. Bongolto Kenneth Jane Q. Ingente	SDO-ALS
Marivic S. Torres, P-I Daniel Ruben B. Penaso, MT-I Marilou Y. Descallar, RGC	Molugan National High School
Romeo A. Abuhan, Jr. T-I John Alfred L. Bajuyo, T-III	Molugan National High School
Quimberly G. Baspin, MT-I Loreibel Y. Estoque, T-II Ben Gabriel G. Maghuyop, T-I	El Salvador City National High School

**Attachment 1.2. Officers of the Association of School Research Coordinators**

Position	Name	Station
President	Jovit D. Comon, MT-I	Sambulawan NHS
Vice-President	Janeve I. Caballa, MT-I	Taytay ES
Secretary	Cherrylene Sanoria	Sambulawan ES
Treasurer	Daryl Divino, T-I	Sinaloc NHS
Public Information Officers	Gilbert C. Oco, M-I	Kibonbon ES
	Rince Cheal A. Entice, T-I	El Salvador City NHS
	Merogim P. Mugot, MT-I	Hinigdaan NHS

**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

