



Republic of the Philippines  
**Department of Education**  
 REGION II – CAGAYAN VALLEY

March 3, 2021

**REGIONAL MEMORANDUM**

No. 042, s. 2021

**HARMONIZED PROCESS OF DOWNLOADING UP TO REPORTING OF THE COMPLETED RESEARCHES COVERED BY BASIC EDUCATION RESEARCH FUND (BERF)**

To: Schools Division Superintendents  
 Chiefs of the RO Functional Division

1. This Office through the Policy, Planning and Research Division issues the Harmonized Process of Downloading up to Reporting of the Completed Regional Basic Education Research Fund.
2. Enclosed is the harmonized process which serves as basis for implementation.
3. For information, guidance and compliance.

**BENJAMIN D. PARAGAS, PhD., CESO V**  
 Director IV/Regional Director

Encl: As stated

PPRD/ftw/mvm



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**Enclosure No. 1: HARMONIZED PROCESS OF DOWNLOADING UP TO REPORTING OF THE COMPLETED RESEARCHES COVERED BY BASIC EDUCATION RESEARCH FUND (BERF)**

**Step 1: RO Finance will endorse the Sub-ARO (BERF) to PPRD**

**Step 2: PPRD prepares ORS and Disbursement Voucher for the downloading of the Sub-Aro (BERF) to the Schools Division Offices**

**Step 3: SDO Research Focal Person finalizes Work and Financial Plan for BERF reflecting the Research Management Activities and amount to download to proponent**

**Step 4: SDO Research Focal Person prepares the Financial requirements such as ORS/Disbursement Voucher**

**Step 5: Budget Office forwards the ORS with payroll to Accounting Section**

**Step 6: Accounting Section forwards ORS with payroll to the Office of Schools Division Superintendent for approval and forwards to the Cashier Unit**

**Step 7: Cash Unit downloads the Research Fund to the Researcher**

**Step 8: The researcher provides the receipts of research expenses and other liquidation documents**

**Step 9: The Focal Person reports to the Regional Office specifically the PPRD the implementation of the completed research and submits soft and hard copy of completed research with the copies of liquidation documents**



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