



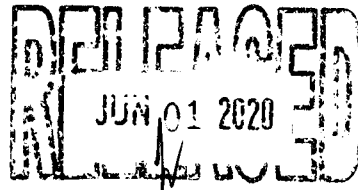
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION

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REGIONAL MEMORANDUM  
No. 140 .2020

May 21, 2020



SUBMISSION OF RESEARCH FINAL REPORTS

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

1. Relative to the archival of BERF research final reports as stipulated in DepEd Order No. 16, s. 2017 entitled "**Research Management Guidelines**", this Office calls for the submission of completed researches thoroughly reviewed and approved by the Division Research Review and Evaluation Committee (DRREC) of each concerned School Division Office. 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. Completed researches not funded by BERF conducted within the last three years are also encouraged to be submitted in softcopy/hardcopy.
2. Submission of BERF completed researches even this time of COVID 19 pandemic will be in **softcopies in MS Word format**, following the specified template in Enclosure 2 to this memorandum. Attached (Enclosure 1) is the list of researchers indicating timelines for submission of final reports in softcopies while **hardcopies (2 copies for COA and PPRD file with indorsement from the SDO)** will be submitted as soon as possible.
3. Soft copies of completed researches will be submitted through email address [pprdberf.depedcar@gmail.com](mailto:pprdberf.depedcar@gmail.com) while hardcopies through the Records Section.
4. Strict compliance to and immediate dissemination of this Memorandum is desired.

MAY B. ECLAR PhD, CESO V  
Regional Director

PPRD/PDE/cpp

**2019 APPROVED AND FUNDED UNDER BERF RESEARCHES DUE OF FINAL REPORTS**

	PROPONENT (Last, first, MI)	DUE based on MOA	Submitted	approved EXTENSION	SDO	School / Office	FINAL TITLE	
1	Agpaldo, Clarence V.; Baysa, Geraldine M.	Dec-08	Feb-28		Apayao	Mataguisi Comprehensive NHS	Tracer Study of Mataguisi Comprehensive National High School: an Analysis	FOR RESUBMISSION indorsement released March
2	Allatis, Vilma T.	Jul-17	Jan-16		Ifugao	Impugong ES	Intrinsic and Extrinsic Motivators of Teachers Towards the Attainment of Quality Education	
3	Antonio, Marilou L.	Jun-08			Kalinga	Calaocan ES	Parents Assisted Reading Time (PART) to Enhance Learners Reading Comprehension	
4	Aquino, Fely C.	Jun-08			Abra	Abra HS	Game Instruction (GI) in Teaching Voice of Verb among Grade 9 Learners	
5	Ardaniel, Argie S.	Jun-08			Abra	Cristina B. Gonzales Memorial HS	Aim, Situation, Accumulation and Reflection: Enhancing Learners Performance in Statistics	
6	Ardaniel, Randy S.	Jun-08			Abra	Marc Ysrael B. Bernos Memorial NHS	Pantoshow: A Tool in Increasing Learners Academic Performance	
7	Awas, Anisia I; Simsim, Teresita B.; Alawas, Crestita B.	Dec-08			Benguet	Topdac ES; Filomena P. Cating ES; Adoyunan ES	Implementation of the Private Sponsored School Feeding Program in Atok District	
8	Bacbac, Rose Erica P.	Jan-17		2 months March 17	Baguio City	Baguio City NHS	Computer Addiction Among Grade Eight Learners of Baguio City National High School	
9	Balicao, Michelle Joan B.; Agsaoay, Jr., Feliciano L.	Jul-17			Kalinga	Pinukpuk Vocational School	Implementation of the Senior High School Immersion in the Division of Kalinga	
10	Bal-ut, Fe A.	Jun-08			Kalinga	Pinukpuk Vocational School	Localized Modules in Araling Panlipunan to Enhance Academic Performance of Learners	
11	Balutoc, Lilybeth B.	Jul-17	Jan-03		Baguio City	Baguio City NHS	Digital Mentimeter of Secondary School Teachers of Baguio City Division	
12	Bangon, Rizaldy C.	Jan-17	Dec-09		Kalinga	Cantabig NHS	Research Guidebook to Ameliorate the Process Skills of Learners in Investigatory Projects	TO SUBMIT SOFT COPY
13	Bangse-il, Cliftone K.	Dec-08			Benguet	SDO-Benguet	Suppliers' Awareness on Government Procurement Law and Its Revised Implementing Rules and Regulations	
14	Batino, Judith G.	Jun-08			Abra	Arab ES	Read- Aloud Strategy: Improving the Reading Comprehension among the Grade 3 Pupils	
15	Biadno, Lorelyn F.; Losnong, Gessan A.; Maraon, Rachele Ann L.	Jun-08			Baguio City	Pines City NHS	Effects of Parenting Seminar on School Engagement and Academic Performances of Learners	
16	Bongtiwon, Raquel T.	Dec-08			Ifugao	Gohang NHS	Motivation and Work Performance of Senior High School Teachers of the Schools Division of Ifugao	
17	Bringas, Ma. Agnes Faye B.	Jun-08			Abra	Abra HS	Text Cards as Strategy in Improving the Test Scores of the Grade 7 Learners in Plant and Animal Cell	
18	Brub, Meylyn A.	Jun-08			Abra	San Gregorio ES	Word Wall in Improving the Reading Competency of Grade III Pupils	
19	Buhong, Sharolyn B.	Dec-08			Ifugao	Lagawe CS	Factors Affecting the Implementation of Mother Tongue Based-Multilingual Education (MTB-MLE) Teachers	
20	Caluya, Emelyn A.	Jun-08			Apayao	Luna CS	Teachers Perception on Learners Misbehaviors	
21	Catama, Josefa H.	Jun-08			Ifugao	Wangwang ES	The Use of Five Finger Retelling to Increase the Reading Comprehension	
22	Chap-as, Patricio K.; Bondad, Joyce Y.; Zordilla, Mary Carl S.	Jun-08			Baguio City	Irisan NHS	Bridging the Gap of Knowledge in the Classroom through Integration	
23	Colangao, Ashlyn M.	Jun-08			Tabuk City	Tabuk City-kalinga Special Education Center	Contextualized Reading Module to Improve the Reading Comprehension Skills in the Grade 4	
24	Contaoi, Sharon R.	Jun-08			Baguio City	Pines City NHS	Flipped Classroom Strategy and Reading Comprehension of Grade 10 Learners	

25	Copiling, Riona B.	Jun-08			Baguio City	Baguio City NHS	Vocabulary Knowledge of Senior High School Students	
26	Copsiyan, Francisco C.	Dec-08			Baguio City	SDO-Baguio City	Implementation of the Senior High School in the Division of Baguio City	
27	Copsiyan, Soledad E.	Jun-08			Baguio City	Pines City NHS	Implementation of Parenting Program at Pines City National High School	
28	Cuh-ing, Bivian B.	Dec-08			Benguet	Loo NHS	Office Performance Commitment and Review Form Implementation of Ampucao and Loo National High Schools	
29	Daguio, Quanae May S.	Jun-08			Kalinga	Liwan West ES	Umuna nga Addang iti Panagbasa: Enhancing the Oral Reading of Grade 1 Learners	
30	Dezayon, Rosemaria M.	Jan-17	Dec-09		Kalinga	Ataguia NHS	Classroom Management Practices of Teachers in Kalinga National High School	TO SUBMIT SOFT COPY
31	Deputy, Jefferson B.	Jan-17	Dec-09		Kalinga	Basal NCAT	Breaking Calculator Approach in Teaching and Learning Basic Calculus	
32	Diplat, Gabriel K.	Jul-17	Sep-16		Ifugao	Cocoy (Cassantian) ES	Implementation of Multi-grade Instruction	TO SUBMIT SOFT COPY
33	Domogdog, Maria D.	Jun-08			Ifugao	Lagawe NHS	Student Preferences on Teacher's Classroom Behavior Management Style at the Lagawe National High School	
34	Duligas, Pia P.	Jun-08			Baguio City	Baguio City NHS	Students' Growth Mindset and their Academic Performance in Practical Research	
35	Dupo, Jeany C.; Abuda, Jovy Rose A.; Balantin, Gilbert M.	Dec-08			Baguio City	Pines City NHS	Teaching Learning and Digital Literacy Skills in Content Areas and Teaching Performance	
36	Duran, Jennifer C.	Jul-17			Kalinga	Bagbag ES Rizal	Instructional Supervision Approaches of School Heads in Rizal District	
37	Enrique, Mary Ann B.	Jun-08			Apayao	Malububit Norte ES	Read Engage Answer Discuss (READ) Program Enhancing the Reading Comprehension of Learners	
38	Espegante, Cherielyn C.; Martinez, Maria Theresa M.; Ramos, Eljim V.	Jun-08			Baguio City	Pines City NHS	Multimedia Game-Based Learning in Handling Large Classes in Mathematics	
39	Estrada, Jessa P.	Jun-08			Abra	Abra HS	Graphic Novel Text-based Material in Teaching Literature to Grade 9 Students	
40	Flores, Aaron P.	Jan-17	Mar-09	2 months - MARCH 16	Baguio City	Baguio City NHS Senior High	Preparatory Risk and Environmental Alliance in City High (PREACH)	TO SUBMIT SOFT COPY
41	Flores, Rose Melody M.	Dec-08			Baguio City	Don Mariano Marcos ES	Shuffling Impacts towards Education (S.I.T.E.)	
42	Galinato, Peping B.	Jun-08			Abra	Toon ES	Reading Science Text Cards in Developing Science Performance of Grade 5 Learners	
43	Gallotan, Ester L.	Jul-17			Baguio City	Baguio City National Science High School	Vulnerability and Capacity for Resilience of Public Schools in Baguio City	
44	Ganotice, Evelyn C.	Dec-08			Kalinga	SDO-Kalinga	Implementation of Senior High Schools of Schools Division of Kalinga	
45	Gao-an, Mayady C.	Jan-17		2 months March 17	Baguio City	Bonifacio ES	Pupils-at-Risk-of Dropping-Out: Its interventions and Implications	
46	Gawi, Geraldine B.	Dec-08			Ifugao	SDO-Ifugao	Factors Affecting the Performance of School Heads in the Schools Division Office - Ifugao	
47	Gondales, Wilber G.	Dec-08			Benguet	Adaoy NHS Extension-Abucot	English Proficiency Level of Grade 7 Learners of Adaoy National High School Extension-Abucot, Tadtet, Kabayan, Benguet	
48	Guinuntad, Emilia M.; Burgos, Mary Lyn C.; Sumipit, Geraldine D.	Jun-08			Baguio City	Pines City NHS	Listening Styles and Listening Comprehension	
49	Guinuntad, Joferino M.; Olucan, Jefferson P.; Domingo, Rowena E.	Dec-08			Baguio City	Pines City NHS	Teachers Professional Development Participation of West Baguio and Baguio Central District	
50	Javier, Judith L.; Sison, Jonathan D.; Tuliao, Peter Bon A.	Jun-08			Baguio City	Pines City NHS	Enhancing Academic Performance in Physical Education and Health through Bell Work Strategy	
51	Kitoyan, Kereen C.	Jan-17	Feb-17	1 month - FEB 18	Baguio City	Urban NHS	Enhancing Research Capabilities through the Use of Interviewing Competency Checklist (IC2)	TO SUBMIT SOFT COPY
52	Kunayon, Zenaida L.	Jul-17	Feb-09		Baguio City	Della Atraco H. Bagan ES	Reading Instruction Program of Grade 10 Teachers of the Division of Baguio City	
53	Labio, Elma Lyne P.	Jul-17			Ifugao	Pinto NHS	Self - Efficacy, Stress in the Workplace and Depression Level of Research Teachers	

54	Lapniten, Thelma S.	Dec-08			Benguet	Buyagan ES	Issues Encountered by La Trinidad Elementary Teachers in the Implementation of Classroom Observation Tool	
55	Licyag, Imelda T.	Dec-08			Ifugao	SDO-Ifugao	Teaching Competencies of Public Junior High School English Teachers	
56	Llaneza, Lorna B.	Dec-08			Abra	SDO-Abra	Educational Service Contracting and the Performance of Secondary Schools in the Division of Abra	
57	Malipe, Mary Ann P.	Jun-08			Benguet	Benguet NHS	Cross-Curricular Skill Integration: Impact to Mastery of Science Concepts to Grade 11	
58	Manogan, Leah A.; Bay-on, Ruth Vanessa T.; Palangyos, Conception L.	Jan-17		5 months June 17	Mt. Prov.	Mount Data NHS	CHATS Program for Improved Academic Performance and Attendance	
59	Marquez, Ronald T.	Dec-08			Abra	SDO-Abra	The Learning Resource Development Activity of Bangued District, Abra Division	
60	Martin, Cesar S.	Jun-08			Benguet	Bonglo ES	SciDrama Model: Its Effect in the Performance of Grade 4 Science Learners	
61	Masweng, Jessica B., Cacap, Rosendo, Libongen, John	Jul-17			Mt. Prov.	SDO - Mt. Prov.	Implementation of Senior High School (SHS) Program in Mountain Province Division	
62	Nalunne, James P.	Jul-17			Ifugao	Cabebuyan ES	Leadership Styles of Elementary School Heads and Its Impact on School Administration	
63	Nicolas, Joseph P.	Jul-17	Dec-09		Baguio City	Rozas NHS	Philosophical Orientation and Implications on the Education of Secondary Science Teachers	
64	Pagandiyon, Loraine S.	Jun-08			Mt. Province	Mabaay NHS	Heightened Alert to Natural Calamities through Disaster Awareness for Health Scouts	
65	Paing, Eleanora L.	Jan-17	Jan-20		Benguet	Baltres	Science Literacies to Enhance the Academic Performance of Grade 3 Learners	TO SUBMIT SOFT COPY
66	Palangeo, Sebia L.	Jun-08			Baguio City	Rizal ES	Indigenous Peoples Education Mentoring Skills and Instructional Competence in the Elementary Schools of Pidigan District	
67	Panelo, Ursalina P.	Dec-08			Abra	San Diego ES	Understanding Teachers' Practices, Perceptions, Challenges and Needs of Teachers in Conducting School-based Research	
68	Pantaleon, Crisanta P.	Jul-17			RO	PPRD	"Teacher Evaluation Tool" In Identifying Teachers' Needs to Improve Their Teaching Performance	
69	Parilla, Luisita P.	Jun-08			Tabuk City	Tabuk City NHS-Bantay Extension	School Heads' Instructional Practices in the Schools Division of Baguio City	
70	Pedro, Octavia M.	Dec-08			Baguio City	Lindawan ES	Senior High School Implementation and K to 12 Partnerships in Abra Division	
71	Peña, Jan Nowel E.	Jul-17			Abra	SDO-Abra	Academic Self-Efficacy and Performance of Teenage Mothers in Tabuk City	
72	Pimentel, Mary Jasmin P.	Jul-17			Tabuk City	Tabuk City NHS	Interaction between Teachers and Learners Different Linguistic Background in Mother Tongue Subject	
73	Poyongan, Claire C.	Dec-08			Baguio City	A. Tabora ES	Challenges and Coping Mechanisms of Bilingual Learners	
74	Pundo, Everita L.	Jan-17	Dec-09		Baguio City	Irigan NHS	Technological, Pedagogical, and Content Knowledge (TPACK) among the Secondary Math Teachers	TO SUBMIT SOFT COPY
75	Ramirez, Kristoffer Paulo L.; Parague, Florencia P.	Jul-17	Nov-11		Apayao	Sta. Marcela NHS	Work Immersion Implementation of Senior High Schools in Abra Division	
76	Ramos, Bless Maricar B.; Agaloos, Yvonne Georgette; Bersamina, Jaeriel	Jul-17			Abra	Northern Abra NHS	Ilocano Proficiency and Performance of Mother Tongue-Based Multi-Lingual Education Teachers	
77	Ramos, Deo M.	Dec-08			Abra	SDO-Abra	Perpend, Pair, and Partake: Uplifting the Mathematical Ability of the Grade 6 Learners	
78	Regalado, Marivic B.	Jun-08			Abra	Sappaac ES	Co-Constructing and Encouraging Activities to Enhance Student Development	
79	Sunakay, Marjorie A.	Jan-17	Dec-09		Baguio City	Rozas NHS	Project Pair Write Spell (PAWS) in Enhancing the Spelling Ability of Learners	
80	Taloza, Edimar B.; Balanay, Myrna	Jun-08			Apayao	Sta. Marcela CS	ICT Competency and Practices of Teachers in Allagua Elementary School	FOR RESUBMISSION indorsement released Jan. 28
81	Tannong, Stephen P.	Jan-17	Jan-20		Kalinga	Allagua ES	Numerical Flip Floppers to Enhance the Academic	
82	Wallit, Lorna V.	Jun-08			Benguet	Buyagan ES		

							Performance of Grade 6 Learners
83	Yag-ao, Belen S.	Dec-08			Kalinga	Luplupa ES	Evaluation in the Implementation of Youth Environment Schools Organization in Tinglayan District
84	Zapatero, Sherwin B.	Jun-08			Abra	Peñarrubia Integrated School	Structured, Brief and Zealously-Made (SBZ) Journal in Teaching Physical Science

### 2020 APPROVED RESEARCHES

	PROPONENT (Last, first, MI)	DUE	SDO	School / Office	FINAL TITLE
1	Atas, Elizabeth Y	Aug-25	Benguet	Benguet NHS-Main	Sliding Adventure Game in Enhancing the Learners' Performance in Triangle Similarity
2	Holman, Haide V.	Aug-25	Benguet	Solomon Solano ES, Itogon	Drop and Tell: An Engaging Educational Game on Numbers for Kindergarten
3	Mendoza, Liezel P.	Aug-25	Benguet	Pico ES	Enhancing the Problem Solving Skills through Interactive Mnemonics Instruction
4	Peckley, Mathew K.	Aug-25	Mt. Province	Maligcong ES	Enhancing Performance in Fundamental Operations through Math Boggle
5	Eslao, Janet D.	Sept- 14	Benguet	Benguet NHS-Main	Level of Implementation of Solid Waste at BNHS
6	Lidua, Bryan T.	March 12, 2021	Benguet	Benguet NHS-Main	Guidelines on the Request and Transfer of Learner's School Records: An Evaluation Research

## TO SUBMIT SOFT COPIES IN MS WORD **SUBMIT AS SOON AS POSSIBLE**

*Note: Kindly submit complete parts from Title page to appendices and Financial Report.*

### 2017 BERF RESEARCHES

	PROPONENT		Title of Research Proposal
1	Asencio, Rhoda P.	Abra	Integration of Indigenous Knowledge Systems and Practices into Disaster Risk Reduction and Management of the Secondary Schools of the Schools Division of Abra
4	Dogao, Juliet W.	Mountain Province	The Spelling Garden: Its Effect on the Spelling and Vocabulary Skills of Pupils
5	Lite, Nemia N.	Mountain Province	Learning Action Cell on Research for Instructional Leaders
6	Llaneza, Lorna B.	Abra	School-Based Management Practices of Schools Division Office of Abra
7	Magalalit, Jocelyn B.	Mountain Province	Assessment of Elementary Teachers' Competencies: A Basis for the Development of a Professional Development Plan
9	Torres, Norlyn B.	Baguio City	Daily 5 - Minute Drills in Improving Reading Fluency and Reading Comprehension of Grade 8 Learners

## 2018 BERF RESEARCHES

	PROPONENT (Last, first, MI)		SDO	School / Office	FINAL TITLE
1	<b>Bagayao, Deewai B.</b>	Senior Education Program Specialists	<b>Tabuk City</b>	SDO Tabuk City	Research Competence of Teachers in the Schools Division of Tabuk City
2	<b>Bagsao, Wilfred C.</b>	Education Program Supervisor	<b>Benguet</b>	SDO Benguet	Mentoring Through School Based Learning Action Cell of Early Language, Literacy, and Numeracy: An Evaluation Research
3	<b>Barbado, Silvin N., Gam-ad, Jocelyn Q.</b>	Teacher III	<b>Baguio</b>	Irisan NHS	The Anatomy of the School, Extra, Co-curricular Activities
4	<b>Bondad, Joyce Y.</b>	Master Teacher II	<b>Baguio</b>	Irisan NHS	Teaching Science Concept in the Vernacular
5	<b>Bumosao, Concepcion B.</b>	Teacher III	<b>Kalinga</b>	Umalbong ES	Pagpapaunlad ng Talasalitaan Gamit ang Mapamaraang Interbensiyong Kagamitan
6	<b>Butale, Jane I.</b>	Master Teacher I	<b>Ifugao</b>	Lucban ES	DART (Daring Activities and Research Tutorials) to the Performance of Grade 12 STEM Learners
7	<b>Cas-ing, Oliver B.</b>	Teacher III	<b>Benguet</b>	Sioco Carino ES	Using Scenarios in Teaching Essential Points (U-STEP) in Math 4 Learners
8	<b>Enciso, Suzelle C.</b>	Master Teacher I	<b>Apayao</b>	SDO Apayao	A Tracer Study of the Graduates of Alternative Learning System (ALS) from CY 2015-2017
9	<b>Guznian, Rizalyn A.</b>	Chief Education Supervisor	<b>Benguet</b>	SDO Benguet	Mother Tongue Based-Multilingual Education Innovative Instruction Implementation in the Schools Division of Benguet Pilot Schools
10	<b>Madalla, Asterio C.</b>	Education Program Supervisor	<b>RO</b>	CLMD	Coaching Strategies of School Heads of Special Science High Schools
11	<b>Ongican, Mary Joyce M.</b>	Teacher I	<b>Baguio</b>	Baguio City Special Education Center	Instructional Materials for Learners with Special Education Needs (LSEs) in Baguio City Special Education Center
12	<b>Onio, Jardson S.</b>	Teacher II	<b>Benguet</b>	Mankayan NHS	NCAE-STEM Subtest Percentile Rank and Final Grades in Math and Science 10: Predictors of STEM Learners' Success in Mankayan
13	<b>Peckley, Francis F.</b>	Education Program Supervisor	<b>Benguet</b>	SDO Benguet	Implementation of the Reading Program Using the CAR-RITUAL in Grade 7 in the Division of Benguet
14	<b>Seset, Frechette C.</b>	Teacher III	<b>Benguet</b>	Ampucao NHS	Strategic Learners' Guide: An Aid in Mastering Subject-Verb Agreement Rules

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Enclosure 2 of Regional Memorandum No. \_\_\_\_\_

**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
  - Alignment - Left

<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 with WFP</b>	FINANCIAL REPORT (with name and signature)
	<b>COPY OF MOA with WFP</b>

**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

**LAST TRANCHE Deliverables**

1. Final Report (2 sets)
2. Copy of MOA (at the end of final report folder)
3. Softcopy of final report in MS WORD and PDF (CD/USB) or send to [pprdberf.depedcar@gmail.com](mailto:pprdberf.depedcar@gmail.com)