



Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OF SURIGAO CITY

(Date)

(Name of recipient)
(School)
(School address)

Dear (Title and Last Name):

Greetings!

This refers to the research proposal entitled “(title of research)” that you submitted to the Regional/Division Office for possible funding under the Basic Education Research Fund (BERF).

The Regional/Division Research Committee has carefully evaluated the final research proposal based on the criteria prescribed in the Research Management Guidelines and we are pleased to inform you that the said research proposal was approved for implementation.

In this regard, the Research Coordinator of your division will call you anytime for the signing of the Memorandum of Agreement (MOA) which will contain the details of your engagement.

For clarifications and any concerns, kindly contact the Planning and Research Office of the Schools Division through (name), Senior Education Program Specialist for Planning and Research and Division Research Coordinator, at cellphone no. (number).

We look forward to the successful implementation of your research. Thank you very much!

Very truly yours,

Assistant Schools Division Superintendent
Chair, Schools Division Research Committee

Approved:

Schools Division Superintendent