



Republika ng Pilipinas
DEPARTMENT OF EDUCATION
Caraga Administrative Region
Butuan City



January 31, 2018

REGIONAL MEMORANDUM
No. 069, s. 2018



HOUSE STYLE FOR COMPLETED RESEARCH SUBSIDIZED BY BERF

To: **SCHOOLS DIVISION SUPERINTENDENTS**
This Region

1. To ensure uniformity of the completed research subsidized by BERF, the following shall be observed/followed:

| | | |
|-----------------------------------|---|--------------------------------|
| Font style | - | Arial |
| Font size | - | 11 |
| Bond Paper size | - | A4 (substance 20) |
| Spacing | - | 2 (double-spaced) |
| Margin | - | Left - 1.5 inches |
| | - | Right, Top and Bottom - 1 inch |
| Color of the Cover (Hardbound) | - | Royal blue |

2. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.


BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director