



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City




Tel. (082) 553-8375 |
553-8376 | 553-8396
Fax. (082) 553-8376

MEMORANDUM

No. 122, s. 2015

To : CHIEFS OF DIVISION
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS
TEACHING STAFF
ALL OTHER CONCERNED PERSONNEL

From : 
DEE D. SILVA
Assistant Schools Division Superintendent
Officer-In-Charge

Subject : ACTION RESEARCH/STUDY APPLICATION AND
APPROVAL PROCESS

Date : JUNE 25, 2015

Pursuant to DepED Regional Memorandum No. 076, s. 2013, this office is issuing this memorandum to guide DepED personnel and other researchers outside of DepED in the application and approval process of acquiring a permit to conduct an action research/study in this division.

1. Researchers, regardless of affiliation, conducting a study for their doctor's degree shall request the permit to conduct a research/study from the DepED Regional Office, addressed to the Regional Director.
2. Researchers, regardless of affiliation, conducting their study for an action research or a research requirement for their master's degree shall address their request for a permit to conduct a research/study to the Schools Division Superintendent of this division.
3. The request letter shall be noted by the School Head/Principal or attached with an indorsement letter from their Dean of the Graduate School. The detailed methodology chapter of their manuscript indicating the: research respondents; research locale; research instrument; research duration/timeline/Gantt chart, shall also be attached.
4. The above documents shall be submitted to the Division Office. For the letter of request, the researchers' contact details shall be clearly indicated especially their mobile number and email address.

5. To ensure that researchers will receive the most recent copy of the Guidelines for the Conduct of Research/Study and the Confidentiality Agreement, the Division Office shall send these documents through email upon the receipt of their request letter. Other documents may be required as deemed necessary by the Division Office. Emails sent by the representative of the Division Office, in connection to the researchers' request for a permit to conduct a research/study, shall be deemed official.
6. The researchers shall submit the signed Guidelines for the Conduct of Research/Study, the signed Confidentiality Agreement, and other documentary requirements to the Division Office.
7. Upon the completion of the above requirements, the researchers shall be issued an approval letter signed by the Schools Division Superintendent. The issuance of such document construes that the researchers may now begin conducting their research/study.

For immediate dissemination.

For your guidance and compliance.