



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

January 3, 2022

DIVISION MEMORANDUM

No. 721, s. 2022

**REITERATION ON THE GUIDELINE FOR RESEARCH PROPOSAL SUBMISSION
 IN DIGOS CITY DIVISION**

To : Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads and Teachers of Public and Private
 Elementary and Secondary Schools
 All Non-teaching Personnel

1. This has reference to Department Order No. 16, s. 2017, Re: "Research Management Guideline", and the adherence to Research Proposal Submission Policy in Digos City Division.
2. With this, all research enthusiasts both from public and private institutions shall need to access first the link for Research Proposal Submission: <https://bit.ly/3ttxZF9>, as part in completing the request of permit to conduct research. Secondly, hardcopies of the needed documents shall be submitted in the Records Section of the Division which will be channeled to Planning and Research Office for reference and archival purposes.
3. Attached herewith is an advisory for the Non-DepEd Researchers in their submission of Research Proposals to Schools Division of Digos City.
4. Moreover, all interested public school personnel who would like to participate and submit research proposals shall comply with the policy on "No Disruption of Classes" per DepEd Order No. 9, s. 2005 entitled: "Institutionalizing Measures to Increase Engaged Time-on-task and ensuring Compliance Therewith", and no government funds shall be incurred.
5. For more details relative to this Division Memorandum, please refer to the attached checklist of the documentary requirements for the submission of research proposals.
6. For immediate dissemination and compliance.

Schools Division of Digos City
 RECORDS SECTION
RECEIVED
 Enclosed As stated. 96012
 PRME/mb

DATE: JAN 04 2023 TIME: 4:17 PM
 BY:

CRISTY C. EPE
 Schools Division Superintendent.

01-03-2023





Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

ADVISORY FOR THE NON-DEPED RESEARCHERS IN THEIR SUBMISSION OF RESEARCH PROPOSALS TO SCHOOLS DIVISION OF DIGOS CITY

This has reference to Department Order No. 16, s. 2017, Re: "Research Management Guideline", and the adherence to Research Proposal Submission Policy in Digos City Division.

With this, all research enthusiasts from Non-DepEd Institutions shall need to access first the link for Research Proposal Submission: <https://bit.ly/3ttzZF9>, as part in completing the request of permit to conduct research. Secondly, hardcopies of the needed documents shall be submitted in the Records Section of the Division which will be channeled to Planning and Research Office for reference and archival purposes.

For more details relative to this Advisory, please refer to the attached checklist of the documentary requirements for the submission of research proposals.





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Part I: Completion of the Online Link: <https://bit.ly/3ttzZF9>

Documentary Requirements to be attached in the Link

1. Letter request signed by the researcher and their direct supervisor or thesis adviser, addressed to:

CRISTY C. EPE
Schools Division Superintendent

Include the following details in the letter:

- a. Title of research
- b. Academic institution and/or current station
- c. Mobile number of the lead researcher
- d. Email address of the lead researcher
- e. Signature of direct supervisor for teacher researchers
and course instructor/thesis adviser for
undergraduate/graduate student researchers

2. Research proposal including research introduction, objectives, methods, research timeline, and data collection tool (eg. interview guide question, survey questionnaire)

3. Required for researchers doing an undergraduate/graduate/institutional research

- 3.1. Letter of endorsement from the College Dean/Program Head
- 3.2 Letter of endorsement from DepEd Regional Office (for research studies with a regional scope)
- 3.3 Copy of Permit to Study (required for researchers from SDO of Digos City)

Part II: Submission of the Hardcopies

Documentary Requirements to be submitted in form of Hardcopies

The next step is to submit the hard copy of the following required documents to the Records Section:

1. Letter request signed by the researcher and research adviser/direct supervisor
2. Letter of endorsement from the College Dean/Program Head (for undergraduate/graduate studies)
3. Letter of endorsement from DepEd Regional Office (for doctoral research or research with regional scope)
4. Copy of Permit to Study (required for researchers from the Schools Division of Digos City)



REPUBLIC OF THE PHILIPPINES
Department of Education


DepEd ORDER
No. **16**, s. 2017

20 MAR 2017

RESEARCH MANAGEMENT GUIDELINES

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. In support of the Department's policy development process, research agenda, and policy and program development and implementation, the Department of Education (DepEd) continues to promote and strengthen the culture of research in basic education. DepEd hereby establishes the **Research Management Guidelines (RMG)** to provide guidance in managing research initiatives in the national, regional, schools division, and school levels. The enclosed policy also improves support mechanisms for research such as funding, partnerships, and capacity building.
2. This policy which is built on the gains in evidence-based decision-making from various education reforms or initiatives shall strengthen the culture of research in the Department. In addition, it improves the fund-sourcing mechanisms, and reinforces the link of research to education processes through research dissemination, utilization, and advocacy.
3. This issuance repeals DepEd Order (DO) No. 43, s. 2015 and DO 4, s. 2016 and other issuances, rules and regulations, and provisions which are inconsistent with this policy. These provisions shall be rescinded or modified accordingly.
4. Immediate dissemination of and strict compliance with this Order is directed.


ATTY. ALBERTO T MUVOT
Undersecretary
Officer-in-Charge

Encl.:

As stated

References:

DepEd Order: Nos. 43, s.2015; and 4, s. 2016

To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION
BUREAUS AND OFFICES
FUNDS
PARTNERSHIPS

POLICY
RESEARCH
SCHOOLS