



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

May 23, 2023

DIVISION MEMORANDUM

No. 071, s. 2023

REITERATION OF THE REGIONAL POLICY GUIDELINES ON THE REQUIREMENTS FOR APPROVAL OF REQUEST TO CONDUCT STUDY

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

1. Align with DepEd Order No. 65, s.1985, otherwise known as the "Amendment to B.P.S. Circular No. 17, s. 1960 "Regulations on Outside Study of Teachers", this Office supports the direction of our teaching and non-teaching personnel on their continuing professional development.
2. Attached is the Regional Memorandum No. 012, s. 2023, re: "Regional Policy Guidelines on the Requirements for Approval of Request to Conduct Study" which provide information on the attachments and requirements to be submitted at the regional office. The contents of the attached memorandum are self-explanatory and explicitly discuss the inclusion of details.
3. This Office emphasizes through its Division Memorandum No. 721, s.2022- "Reiteration on the Guideline for Research Proposal Submission in Digos City Division", that doctorate studies and other research development activities at Regional scope shall need to acquire endorsement letter coming from DepEd Regional Office-XI through complying with the regional policy guidelines on the requirements for approval of the request to conduct a study.
4. Hence, DepEd Digos City Division reiterates this Regional Memorandum to inform all interested personnel who will engage in research at the Regional level.
5. Immediate and wide dissemination of this Memorandum is desired.

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 DATE: MAY 24 2023 TIME: 7:12

Melanie P. Estacio
MELANIE P. ESTACIO
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Enclosed: As stated.
 SGOD/PR/mbr



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
 Telephone Nos.: (082) 553-8375; (082) 553-8396

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Office of the Regional Director

May 16, 2023

REGIONAL MEMORANDUM
No.012, s. 2023

**REGIONAL POLICY GUIDELINES ON THE REQUIREMENTS FOR
APPROVAL OF REQUEST TO CONDUCT STUDY**

To: Schools Division Superintendents
All Others Concerned

1. In congruence with DepEd Order No. 65, s.1985- "Amendment to B PS. Circular No. 17, s. 1960 "Regulations on Outside Study of Teachers", the DepEd Regional Office XI supports the continuing professional development among its teaching and non- teaching personnel based on lifelong learning. Thus, this Office hereby issues this policy guidelines on the requirements for approval of request to conduct study.

a. Request letter addressed to the Head of the Agency:

ALLAN G. FARNAZO
Director IV
DepEd Regional Office XI
F. Torres Street, Davao City
Email: region11@deped.gov.ph

- b. Attached in the request letter is the first two (2) or three (3) chapters of the study which covers the introduction, review of related literatures and methods including references, validated research instruments, informed consent, assent form and curriculum vitae.
- c. Expect that the approval will be released at least three (3) working days upon the receipt of the request.
- d. During the data gathering, researcher must see to it that DepEd Order 9, s. 2005 re: Instituting Measures to Increase Engaged Time-On-Task or "No Disruption-of-Classroom Policy" shall be adhered to, thus, the activity must be conducted outside class hours. Further, observance of the ethical issues shall be given utmost consideration such as but not limited to voluntary participation, privacy and confidentiality, informed consent process, recruitment, risk, falsification, conflict of interest, plagiarism and deceit.
- e. Reiteration of the Equal Opportunity Principle (EOP) and strict safety and healthy protocols shall be observed at all times.



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Department of Education
 DAVAO REGION

Office of the Regional Director

- f. A copy of the executive summary/ abstract of the overall result/s of the study shall be furnished to this Office through the Policy, Planning and Research Division.
 - g. This Office shall issue a Certificate of Recognition to the personnel with completed research study from their graduate or post graduate study upon the submission of the hardbound and soft (PDF) copies through the Policy, Planning and Research Division.
 - h. For inquiries, you may contact pprd.region11@deped.gov.ph or 082-2240-752.
2. These policy guidelines shall take effect immediately.
3. Immediate dissemination and strict compliance with this Memorandum is directed.

ALLAN G. FARNAZO
 Director IV *afm*

By the Authority of the Regional Director

Cc: UIC/ UM/Holy Cross/DDNSC/NEMSU

ROP4/jbac

REBONFAMIL R. BAGUIO
 Director III *17 MAY 2023*

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By: *19172*
 Date: _____ Time: *May 17, 2023*



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