



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023-246

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

Subject : ADDENDUM TO REGIONAL MEMORANDUM NO. 12, S. 2023
"CLARIFICATION ON REQUIREMENT FOR APPROVAL OF REQUEST
TO CONDUCT STUDY"

Date : August 2, 2023

In reference to the attached Regional Memorandum PPRD-093, S. 2023, re: "Addendum to Regional Memorandum No. 12, S. 2023 "Clarification on Requirement for Approval of Request to Conduct Study", this Office interposes no objection to this new guideline and directs all interested personnel-researchers to follow.

Further, other contents of the attached memorandum are self-explanatory and explicitly discuss the inclusion of details.

For information, guidance, and compliance.

MELANIE P. ESTACIO

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent

Cherril. 08/02/23
CHERRIE ANNE B. BOHOL

Education Program Supervisor
Officer-In-Charge

Enclosed: As stated.
SGOD/PR/mbr

JepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
23-105812

DATE: AUG 03 2023

TIME: 8:04 pm

BY: *[Signature]*



Records



Republic of the Philippines
Department of Education
DAVAO REGION

JepEd 23-22198
105-812
4:44
31 JUL 2023
DATE: _____
BY: _____

Office of the Regional Director

REGIONAL MEMORANDUM
PPRD-2023-093

To: All Schools Division Superintendent
All Others Concerned

Subject: ADDENDUM TO REGIONAL MEMORANDUM NO. 12, S. 2023
"CLARIFICATION ON REQUIREMENTS FOR APPROVAL OF
REQUEST TO CONDUCT STUDY"

Date: July 31, 2023

Relative to Regional Memorandum no. 12, s. 2023, entitled "Regional Policy Guidelines on the Requirements for Approval to Conduct Study", this Office clarifies the attachments in the request letter.

In this connection, letter "b" of the Memorandum shall be read as follow:

b. Attached in the request letter is the research proposal chapters of the study which covers the following:

Type of Research	Chapter 1	Chapter 2	Chapter 3	Additional Requirements
Quantitative	Yes	Yes	Yes	• References • Approved Research Questionnaires
Qualitative	Yes	Yes	Yes	• Assent form (below 18 years old respondents)
Mixed method	Yes	Yes	Yes	• Consent form • Curriculum vitae

Further, parts/chapters of the manuscript may vary depending on the format of the institution.

Should there be any concern, you may reach **JOMAR BOY A. CUYOS**, Education Program Specialist II through Policy, Planning, and Research Division at (082)-2240-752.

Immediate dissemination of this Memorandum is highly desired.

By the Authority of the Regional Director:

Marilyn B. Madrazo 7/31/2023
MARILYN B. MADRAZO, EdD.
Chief, PPRD
Officer-in-Charge

ALLAN G. FARNAZO,
Director IV

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

July 31, 2023

Cc: HEI
Enclosed: as Stated
ROP4/jbac



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

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Republic of the Philippines
Department of Education
 DAVAO REGION

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.



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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 *AF*

By the Authority of the Regional Director

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

ROP4/jbac

REBONFAMIL R. BAGUIO
Director III

17 MAY 2023

DEPARTMENT OF EDUCATION - DAVAO REGION
POLICY, PLANNING AND RESEARCH DIVISION

RELEASED

By: *19172*

Date: _____ Time: *May 17, 2023*



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

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