



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

November 22, 2023

DIVISION MEMORANDUM

No. 140, s. 2023

**REITERATION OF 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
All Concerned Private and Public Higher Education Institutions

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 of completing the request for a permit to conduct research. Secondly, hardcopies of the needed documents shall be submitted to the Records Section of the Division which will be channeled to the 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 the 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.

For and in the absence of
the Schools Division Superintendent

BASILIO P. MANA-AY, JR.

Assistant Schools Division Superintendent
Officer-In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-112807
DATE: NOV 28 2023 TIME: 9:45 am

Enclosed: As stated.

PRME/mbf: _____



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



Republic of the Philippines
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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/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.

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/3ttxZF9>

Documentary Requirements and Item need to be attached in the Link

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

MELANIE P. ESTACIO
OIC-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)
4. Timetable or timeline in the conduct of the study
5. Copy of Permit to Study (required for researchers from SDO of Digos City)
6. Clear e-signature

Part II: Submission of the Hardcopies

Documentary Requirements to be submitted in the 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 a regional scope)
4. Copy of Permit to Study (required for researchers from the Schools Division of Digos City)

Note: Release of Permit to Conduct Research to Researcher from Planning and Research Office (Indicative Timeline: 1 to 7 working days)



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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