



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent
DIVISION MEMORANDUM

SGOD-2025-479

To : Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public
Elementary and Secondary Schools

Subject : ENDORSEMENT FOR PARTICIPATION IN THE RESEARCH TITLED: "QUALITIES OF PUBLIC-SCHOOLS ADMINISTRATORS IN LEADING 21ST CENTURY TEACHERS: A MIXED METHOD EXPLORATORY APPROACH"

Date : August 11, 2025

In reference to the attached Permit to Conduct Research signed by the Schools Division Superintendent Dr. Melanie P. Estacio, dated July 11, 2025, re: "Request of Sir Joeshier A. Mondejar for the Conduct of his Research titled, Qualities of Public-Schools Administrators in Leading 21st Century Teachers: A Mixed Method Exploratory Approach", this Office interposes no objection to this endorsement, contents of which are self-explanatory.

Public school heads from both elementary and secondary levels are encouraged to participate and answer the questionnaire through <https://forms.gle/tMG1mPHAtJ9Bx2FP7>.

For information, guidance, and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: AUG 12 2025 TIME: _____
BY: _____

AUG 11 2025
[Signature]

Enclosed: As stated.
SGOD/PR/mbr



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

July 11, 2025

JOESHER A. MONDEJAR
Researcher
University of Mindanao

Dear Researcher:

This is to inform you that your request for a permit to conduct research entitled "Qualities of Public-Schools Administrators in Leading 21st Century Teachers: A Mixed Method Exploratory Approach", is approved.

You may now proceed with the conduct of your research. During data gathering, you are reminded of Items d, e, and f, indicated in Section 3 - General Guidelines, stating that you are to brief and debrief your research participants/respondents regarding the topic, scope, and nature of your study, provide them a copy of the Confidentiality Agreement and that the participation of the respondents to the study is voluntary. Further, you are reminded of Items i and j in Section 3 of the guidelines, which requires you to adhere to the policy of "no disruption-of-classes" as stated in D.O No. 9, s. 2005 in coordination with the school head assigned, and submit to This Office the hard and soft copies of your final manuscript upon the completion of your research.

Researchers from DepEd Digos City Division are reminded of item k indicated in Section 3 General Guidelines which states that you are to file a leave of absence or mark yourselves absent on the day/s when data collection activities are to be conducted.

Lastly, the interaction between the respondents/participants and the researcher through remote/virtual means of data collection/communication is strongly advised. On the other hand, researchers who would like to implement in-person data collection shall always adhere to maximum health and safety protocols.

Very truly yours,


MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Permit No.: NAR-44944-4808

Permit Date: 11/07/2025



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Guidelines for the Conduct of Research

1. APPLICABILITY OF THE GUIDELINES

The guidelines apply to all researchers whose subjects/respondents/participants are either students, teachers, or staff under the Department of Education (DepEd), City Schools Division of Digos City, regardless of the researcher's affiliation.

Pursuant to DepEd Regional Memorandum No. 76, s. 2013, the request of a permit to conduct a study for students of doctoral degrees shall be addressed to the DepEd Regional Office and the issuance of the permit shall be done by the same.

2. DEFINITION OF TERMS

For the purpose of this guideline, the following terms shall be defined and understood as:

- a. Researcher refers to the investigator who will be conducting the research/study.
- b. Subject/Respondent/Participant refers to anyone involved in the conduct of the
- c. research/study other than the researcher and their direct supervisor or their adviser.
- d. Division Office (DO) refers to the City Schools Division of Digos City.
- e. Confidentiality Agreement (CA) refers to the document entitled "Confidentiality Agreement" of which is an attachment to this guideline.
- f. Data gathering refers to the act of collecting any information directly or indirectly useful to the researcher for their study.

3. GENERAL GUIDELINES

The researcher conducting their study shall be required to:

- a. Send a written letter of request, signed by the principal investigator and the direct supervisor or research adviser, to the Schools Division Superintendent, DepEd, Schools Division of Digos City. The contact details, especially the mobile number and email address, of the principal investigator shall also be stated in the letter.
- b. Submit an indorsement letter from the Dean of the Graduate School if applicable.
- c. Submit their research methodology indicating the research subjects/respondents/participants, research locale, research instrument, and time table/schedule/Gantt chart for the conduct of their study to the Planning and Research Section of this Division.

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Signature of DepEd Representative

Signature of Head Researcher



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- d. Sign the Confidentiality Agreement (CA) form attached with this guideline. Provide copies of the signed CA form to each identified respondent; or in cases where numerous subjects/respondents/participants are required, shall verbally inform all its subjects/respondents/participants by reading the details of the agreement before the conduct of any type of data gathering.
- e. Ensure that no respondent has been forced to take part in the study and that the subjects/respondents/participants are free to withdraw their participation from the study anytime they feel it necessary.
- f. Ensure that all subjects/respondents/participants are briefed on the topic, scope, and nature of the research/study before the start of data gathering. In research designs where briefing of the subjects/respondents/participants might affect the outcome, a debriefing of the subjects/respondents/participants must be done instead.
- g. Attach, as an appendix to their final manuscript, the signed guideline and CA form and all other signed documents as required by the Division Office.
- h. Provide a signed copy of this document, the CA, and approval letter from the Schools Division Superintendent to the Planning and Research Section of this Division and to the heads of schools and/or offices of the identified subjects/respondents/participants.
- i. Provide hard and soft copies of their final manuscript, upon the completion of their research, to the Division Office and that the same shall have the full authority to request a copy of the manuscript, in both hard and soft copies, from the institution where it was submitted in the event that the researcher fails to provide a copy.
- j. Strictly adhere to the policy of "no disruption-of-classes" stipulated in DepEd Order No. 9, s. 2005 entitled *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*, during the conduct of his/her/their research. Researchers shall ensure that no classes will be affected, and shall coordinate with the school before the conduct of the study to plan and schedule the implementation during the vacant time of the respondents/participants.
- k. File a leave of absence or mark themselves absent on the day/s when they will be conducting their data collection activities (e.g. distribution of questionnaires, conduct of focus group discussion and key informant interview) if they are from DepEd Digos City Division and working on a research of which is a part of the requirements for their graduate degree.
- l. For researchers conducting action or basic research as part of their DepEd function, they shall be excused from their classes or offices on the day/s when they will be conducting data collection activities provided that they have made the necessary arrangements with their direct supervisor.

Signature of DepEd Representative

Signature of Lead Researcher

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4. NOTIFICATION OF APPROVAL AND ISSUANCE OF PERMIT

The researcher shall be notified of the status of their request through email. Upon the receipt of the notification, the investigator shall come to the Division Office to submit the required documents stipulated in this guideline. Once the submitted documents are reviewed, a permit to conduct a research/study shall be issued.

5. NOTIFICATION OF REJECTION OR REVOCATION OF PERMIT

The Division Office reserves all the rights to reject any research/study request or revoke the permit issued thereof upon the violation of any of the stipulated guideline or of any issue pertaining to dishonesty in the conduct of the research/study. The researcher shall be notified in writing of the reasons for rejection or revocation.

Intending to be legally bound, the parties indicate their agreement to the above guideline.



Signature of Lead Researcher

JOESHER A. MONDEJAR

Name of Lead Researcher

July 11, 2025

Date



Signature of DepEd Representative

MARJUN B. REBOSQUILLO

SEPS- Planning & Research Section

July 11, 2025

Date

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Confidentiality Agreement

TITLE OF RESEARCH:

Qualities of Public-Schools Administrators in Leading 21st Century Teachers: A Mixed Method Exploratory Approach

LEAD RESEARCHER:

JOY T. MOSQUITER

As a researcher, I understand that I may have access to confidential information about study sites and participants. By signing this statement, I am indicating my understanding of my responsibilities to maintain confidentiality and agree to the following:

- I understand that names and any other identifying information about study sites and participants are completely confidential.
- I agree not to divulge, publish, or otherwise, make known to unauthorized persons or to the public any information obtained in the course of this research project that could identify the individuals who participated in the study.
- I understand that all information about study sites or participants obtained or accessed by me in the course of my work is confidential. I agree not to divulge or otherwise make known to unauthorized persons any of this information unless specifically authorized to do so by approved protocol or by the local principal investigator acting in response to applicable law or court order, or public health or clinical need.
- I understand that I am not to read information about study sites or participants, or any other confidential documents, nor ask questions of study participants for my own personal information but only to the extent and for the purpose of performing my assigned duties on this research project.
- I agree to notify the local principal investigator immediately should I become aware of an actual breach of confidentiality or a situation that could potentially result in a breach whether this is on my part or on the part of another person.

Signature of Lead Researcher

JOESHER A. MONDEJAR

Name of Lead Researcher

July 11, 2025

Date

Signature of DepEd Representative

MARJUN B. REBOSQUILLO

SEPS – Planning & Research Section

July 11, 2025

Date

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Adopted from www.measureevaluation.org



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