



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



March 21, 2024

DIVISION MEMORANDUM

No. /// s. 2024

**REQUESTS TO CONDUCT RESEARCH IN SDO TABUK CITY BY STUDENTS
PURSUING THEIR UNDERGRADUATE OR GRADUATE DEGREE**



TO: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Teachers and School Heads (Elementary and Secondary)
All others concerned

1. In strengthening the culture of research in the Department, DepEd established the Research Management Guidelines (DO 16, s. 2017) to provide guidance in managing research initiatives in the national, regional and division, schools division and school levels and to reinforce the link of research to education processes. As such, the Schools Division Research Committee works with research and academic institutions on various research initiatives that provide mutual benefit and strengthened collaboration.

2. In this connection, this is to reiterate the pronouncement made during the Management Committee Meeting held last February 8, 2024, wherein researchers to include students pursuing their undergraduate degree or graduate degree who intend to conduct their studies involving the learners and personnel in the schools and offices within SDO Tabuk City are to submit their letter request to conduct the study addressed to the Schools Division Superintendent with the following attachments:

- a. Approved Permit to Study
- b. Letter from Dean or Registrar verifying that the researcher is enrolled in the subject and/or a certification that the study to be conducted holds the approved title
- c. Chapter 3 of the Thesis Proposal
- d. Complete set of data gathering tools (Questionnaire, Survey etc.) including letter to respondents

3. Immediate dissemination of and strict compliance with this memorandum are directed and shall remain in effect unless otherwise rescinded.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 

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