



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF IMUS CITY

30 JAN 2026

**DIVISION MEMORANDUM**  
No. 62, s. 2026

**CALL FOR SUBMISSION OF RESEARCH PROPOSALS FROM  
NON-TEACHING PERSONNEL**

To: OIC-Assistant Schools Division Superintendent  
OIC-CID Chief Education Supervisor  
OIC-SGOD Chief Education Supervisor  
Cluster Heads  
School Heads/OICs (Public Elementary and Secondary Schools)  
School Research Focal Persons  
All Others Concerned

1. In line with strengthening the culture of research and innovations among non-teaching personnel, this Office announces the Call for Submission of Research Proposals from Non-Teaching Personnel. The submission deadline is on February 13, 2026.
2. Personnel who attended the title presentation are highly encouraged to submit their proposals. Non-teaching school personnel may also submit proposals through the Records Section. The prescribed templates can be downloaded through the resource link: <https://tinyurl.com/BERFtempNTP>
3. For queries and clarifications, kindly contact Ms. Jenielyn A. Sadang, Senior Education Program Specialist, at 0917-5033119.
4. For immediate dissemination.

Digitally signed by  
Mendoza Homer  
Napenas  
Date: 2026.01.30  
12:31:12 +08:00

**HOMER N. MENDOZA**

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

Encl.: None



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Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

BASIC EDUCATION RESEARCH OR STUDIES

sgod/jas. 