



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

24 Oct 2025

DIVISION MEMORANDUM
No. 672, s. 2025

**SUBMISSION REQUIREMENTS FOR RESEARCH REQUEST
ENDORSEMENT**

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

1. To ensure that research initiatives align with the Basic Education Research Agenda, Research Management Guidelines, and adheres to necessary ethical and quality standards prior to implementation of a research study, all proponents, including internal personnel and external institutions or independent researchers, seeking to conduct studies within the DepEd system must submit a complete set of documentation for endorsement and approval.

2. Anent to this Proponents or requesting party are required to submit a complete set of documentation to facilitate the endorsement and approval process. These are as follows:

- a. Formal endorsement/approval from the proponent's adviser or thesis adviser;
- b. Request letter on the institution's official letterhead;
- c. Complete research proposal (final/draft) with title, objectives, methodology, participants, timeline, and data-collection instruments attached;
- d. Proof of ethics clearance from their institution's Research Ethics Committee (if available) or a signed Adviser's Certification or Statement of Ethical Compliance, confirming that the study will observe basic ethical principles, including voluntary participation, confidentiality, and the protection of participants' rights; and
- e. Proof of student status (ID / enrollment certification) or employment (if staff).



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3. For queries and clarifications, kindly contact Ms. Jenielyn A. Sadang, Senior Education Program Specialist, at 0917-5033119.

4. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

for Mr. Mendoza
HOMER N. MENDOZA

Assistant Schools Division Superintendent

Officer-in-Charge

Office of the Schools Division Superintendent

Encl.: None

Reference: As stated

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

BASIC EDUCATION
RESEARCH OR STUDIES

sgod/jas