



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

January 27, 2025

DIVISION MEMORANDUM
PRS-2025- 064

UPDATES ON THE REQUIREMENTS FOR THE GRANT OF PERMISSION TO CONDUCT GRADUATE SCHOOLS STUDIES AND OTHER RESEARCH

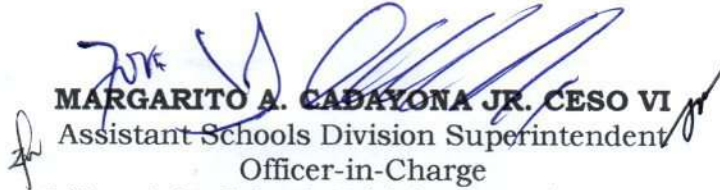
To : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public School District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with DepEd Order No. 16, s. 2017, titled "*Research Management Guidelines*," and Regional Memorandum No. 661, s. 2023, titled "*Requirements for the Grant of Permission to Conduct Graduate School Studies and Other Research*," this Office, through the Planning and Research Section (PRS), informs the field of the requirements for graduate school students and external researchers seeking permission to conduct studies and research within the Division.
2. The Division may issue permits to conduct studies and research upon compliance with the following requirements and conditions:
 - a. Letter of Approval or Permit from the DepEd Regional Office;
 - b. Copy of Ethics Clearance from the University Research Ethics Committee, if applicable, or a letter of approval from the graduate office;
 - c. Letter of request addressed to the school/s and Schools Division Office involved in the study, detailing the research activities;
 - d. Informed consent from participants of the study; and
 - e. Research proposal, including data collection procedures, timeline, and participant details, as outlined in the research brief.
3. As such, before requesting the permit from the Division, researchers are advised to first secure a Letter of Approval or Permit from the DepEd Regional Office. This involves submitting a letter of request addressed to the Regional Director, Dr. EVELYN R. FETALVERO, CESO III, along with the required documents (2.b to 2.e), to the Regional Office (RO) and the Policy, Planning, and Research Division (RO-PPRD) via email at **region8@deped.gov.ph**, with a **CC** to **pprd.region8@deped.gov.ph**.
4. Upon completion of the study or research, researchers are required to provide the SDO, through the PRS, with a copy of the study results by submitting the approved research manuscript.

5. Attached is the flowchart outlining the steps for securing permission to conduct Graduate School Studies and other research. For more information or any concerns, please contact Galina V. Panela of the PRS via email at galina.panela@deped.gov.ph.

6. Immediate dissemination of and compliance with this Memorandum are desired.




MARGARITO A. CADAYONA JR. CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: As stated

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

SGOD-PRS-GVP

Enclosure No. 1 of Division Memorandum No. PRS-2025-_____

STEPS FOR SECURING PERMISSION TO CONDUCT GRADUATE SCHOOL STUDIES AND OTHER RESEARCH

DepEd Schools Division of Calbayog City
PLANNING AND RESEARCH SECTION

