Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OFFICE OF BAYUGAN CITY

DEPARTMENT OF EDUCATION
RECORDS UNIT, SDO-BAYUGAN
RECEIVED
OCT 28 2025
By: _____ Time: 2:10PM

DIVISION MEMORANDUM
No. 348, s. 2025

To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
Education Program Supervisors
School Heads/Principals/District Supervisor/In-Charge
School Research Coordinators
Teacher-Researcher/s and Proponent/s
All Others Concerned

From : **MA. TERESA M. REAL**
OIC-Schools Division Superintendent

Subject : **Reiteration on the Submission of Copies of Completed Research Conducted in Schools and the Schools Division Office of Bayugan City Involving DepEd Personnel and Learners for Calendar Year 2025**

Date : October 28, 2025

1. In line with the Department of Education's commitment to evidence-based decision-making and pursuant to DepEd Order No. 16, s. 2017 (Research Management Guidelines), DepEd Order No. 39, s. 2016 (Basic Education Research Agenda), and related issuances, all completed research conducted within the Schools Division of Bayugan City that involves DepEd learners and/or personnel, whether BERF-funded or non-BERF-funded, shall be submitted to the Schools Division Research Committee (SDRC) for proper documentation and archiving.

2. This directive aims to strengthen research management, ensure ethical compliance, and promote the use of local research to inform educational policy and program development within the Division.

3. The submission shall cover all research activities completed within Calendar Year 2025, including but not limited to school-based action/basic research, division-based studies, and externally supported or graduate-school research projects conducted within the Division's jurisdiction.

4. Each proponent shall submit the following requirements **within thirty (30) calendar days after completion, presentation, or defense**, whichever comes earlier:

DepEd Bldg., Palusapis Street, Poblacion, Bayugan City
deped.bayugan@gmail.com
Telephone Numbers: (085) 231-1496, (085) 231-1924
Mobile No: 0962-867-6334

a. Final approved research manuscript (Hard and PDF copy with signed approval/defense page);
b. Executive dataset (machine-readable, anonymized) and data dictionary;
c. Ethical compliance documents (informed consent and assent forms, ethics clearance or exemption, if applicable);
d. Abstract and keywords (for cataloging);
e. Accomplished Research Profile Form and Quality Control Checklist (DepEd Memorandum No. 028, s. 2022).

5. All submissions must comply with the Data Privacy Act of 2012 (RA 10173), the Child Protection Policy (DO 40, s. 2012), and the National Ethical Guidelines for Research Involving Human Participants.

6. Identifiable data must be anonymized or pseudonymized prior to submission. When applicable, a Data Sharing Agreement (DSA) consistent with NPC Circular 2020-03 must be attached.

7. The SGOD, through the SDRC Secretariat, shall maintain both digital and hard copy archives of all submitted research outputs. School Research Coordinators are directed to monitor compliance and provide technical assistance to teacher-researchers in their respective schools.

8. Immediate dissemination and strict compliance are required.

Encl.: None
Reference: DO 16, s. 2017; DO 26, s. 2021; DO 39, s. 2016; DM 028, s. 2022; DO 40, s. 2012; RA 10173; RA 9470; NPC Circular 2020-03; DO 14, s. 2022; PHREB 2023 National Ethical Guidelines
To be indicated in the Perpetual Index
under the following subjects:

RESEARCH MANAGEMENT
DOCUMENTATION
DATA PRIVACY
RECORDS MANAGEMENT

SGOD/vbse
10/28/25

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