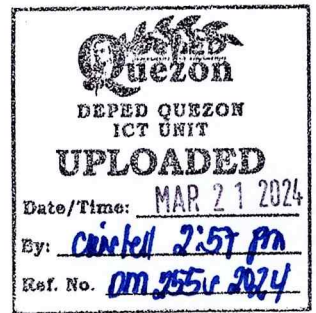




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



14 March 2024

**DIVISION MEMORANDUM**  
DM No. 255, s. 2024

**PROCEDURE ON THE REQUEST OF RESEARCHERS FROM HIGHER EDUCATION INSTITUTIONS (HEIs) TO CONDUCT STUDIES WITHIN DEPED QUEZON**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
District Research Coordinators  
All Others Concerned

1. Pursuant to DepEd Order No. 16, s. 2017 titled Research Management Guidelines, this Office, through the Schools Division Research Committee (SDRC), informs all concerned researchers from Higher Education Institutions (HEIs) of the procedure on the request to conduct studies within DepEd Quezon Province, to wit:
  - a. Submit a **request letter addressed to the Schools Division Superintendent (SDS)**, through the Senior Education Program Specialist for Planning and Research (SEPS-PAR), using the letterhead of their institution and with the following details:
    - i. Full Name of Researcher;
    - ii. HEI Affiliation and Address;
    - iii. Degree/Program;
    - iv. School and District (if DepEd Quezon personnel);
    - v. Title of Research, Research Objectives, Participants, and Data Collection Method; and
    - vi. Contact Details (cellphone number and email).
  - b. **Attach** the following requirements:
    - i. Copy of validated research instrument to be used in data collection; and
    - ii. Data Sharing Agreement (DSA) for signing of concerned officials.

DEPEDQUEZON-TM-SDS-04-009-004



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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- c. Submit all documents to the **Records Unit** or email through [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph).
  - d. **Hard copies** submitted through the Records Unit, or **soft copies** of email printed by the ICT Unit, will be delivered to the SEPS-PAR to review the documents or contact the researcher, if further clarifications are needed.
  - e. The SEPS-PAR will forward the documents to the **Planning Officer (PO)** to facilitate the signing of the DSA.
  - f. The PO will return the **signed DSA, together with other documents**, to the SEPS-PAR who will prepare the Indorsement, for the approval of the SDS.
  - g. **After the approval of the Indorsement**, the documents will be returned to the client-researcher through either:
    - i. Records Unit for releasing, or
    - ii. ICT Unit for sending of response email.
  - h. Copy-furnish other offices that may be concerned in the data collection of the researcher.
  - i. Upon completion of the study and for archival purposes, the researcher is expected to provide the SDRC with a copy of the following deliverables through [sdo.quezon.research@deped.gov.ph](mailto:sdo.quezon.research@deped.gov.ph):
    - i. Approved Indorsement [scanned, PDF]
    - ii. Completed Research [PDF] \*Print copy is highly appreciated.
    - iii. Research Instrument Used [PDF]
    - iv. Notarized DSA [scanned, PDF]
2. All schools, learning centers, and offices should provide appropriate technical assistance in the data collection of HEI-researchers, provided that they can **present an approved Indorsement from DepEd Quezon**. However, all personnel who will provide support in the conduct of such studies are reminded to adhere to the **No Disruption of Classes**

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**Policy** and the **Time-On-Task Policy** of the Department, as stipulated in DepEd Order No. 09, s. 2005.

3. Attached to this Memorandum is the process flow for reference.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

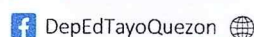
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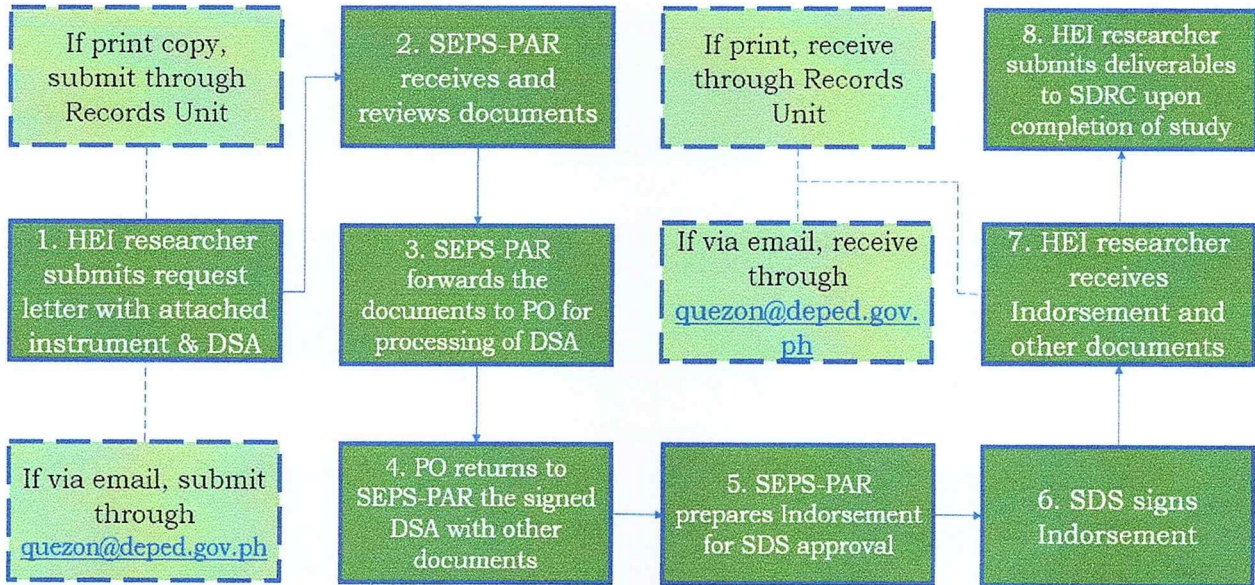
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[Enclosure to DM No. 255, s. 2024]

**Proces Flow for the Request of Researchers from HEIs to Conduct Studies within Deped Quezon**



-Nothing follows.

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