



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MISAMIS ORIENTAL



Don Apolinar Velez-Del Pilar Sts., Cagayan de Oro City 9000 (88)8564524 (9178892245 www.depedmisor.net

October 5, 2017

DIVISION MEMORANDUM  
NO. 546 , SERIES 2017

ADDENDUM TO DIVISION MEMORANDUM NO. 511 SERIES 2017 RE:  
TIMELINES IN THE SUBMISSION OF GENERAL PAYROLL AND **SYNOPSIS**  
(HARD COPIES) OF THE DULY COMPLETED BASIC OR ACTION RESEARCHES  
(IN COMPLIANCE TO DIVISION MEMORANDUM NO 316 SERIES 2017)

TO : Public Schools District Supervisors/Districts in-charge  
School Heads, Elementary and Secondary Schools  
Teaching, Teaching-Related and Non-Teaching Personnel  
All Others Concerned

This Division

To observe consistency of the Approval Sheets of the completed research outputs on the Division Memorandum 316 series 2017 of the personnel in this division, all concerned are directed to observe strictly the attached template.

Attached are the enclosures:

Enclosure No. 1: Prescribed Template for Approval Sheet for Teaching, Teaching-Related and Non-Teaching Personnel

Teaching, teaching-related and non-teaching personnel who sit/s as member/s of the committee possess/es the skills needed to examine and scrutinize the manuscript/s submitted.

Enclosure No. 2: Prescribed Template for Approval Sheet for School Heads

Duly signed Approval Sheet should appear subsequent to the Title Page of the research.

For information and guidance to all concerned.

  
**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent



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**Enclosure No. 1. Prescribed Template of Approval Sheet for Teaching, Teaching-Related and Non-Teaching Personnel**

**APPROVAL SHEET**

This basic/action research “ABCDEFGHIJKLMN OPQRSTUVWXYZ” prepared and submitted by JUAN M. DE LA CRUZ, Teacher I of Opol National Secondary Technical School, has been examined and approved by the School Research Committee.

MARIA M. GO, Ph.D.  
Master Teacher I  
Member

MARIO H. SMITH, Ed.D.  
Master Teacher III  
Member

MARIZ L. MUYOT, DM  
Secondary School Principal II  
Chairman



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**Enclosure No. 2. Prescribed Template of Approval Sheet for School Heads**

APPROVAL SHEET

This basic/action research "ABCDEFGHIJKLMNPOQRSTUVWXYZ" prepared and submitted by JUAN M. DE LA CRUZ, ES Principal I of Limunda Elementary School, this district, has been examined and approved by the District Research Committee.

MARICAR M. GO, Ph.D.  
Head Teacher I  
Member

MARIZEL H. SMITH, Ed.D.  
Head Teacher III  
Member

MARIZ L. MUYOT, DM  
Public Schools District Supervisor  
Chairman