



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Division Memorandum
No. 322 s. 2023

May 24, 2023

**GUIDELINES ON PERMIT TO CONDUCT STUDY FOR
THESIS/DISSERTATION PAPER OR DATA GATHERING FOR RESEARCH
PURPOSES**

**TO: Asst. Schools Division Superintendents,
CID and SGOD Chiefs
Education Program Supervisors,
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads
SDO Section Heads and Personnel
Teachers, All Others Concerned**

1. This Office informs and disseminates the guidelines for Permit to Conduct Study or Data Gathering for Thesis/Dissertation Paper in the pursuit of any graduate or post-graduate degrees. Enclosures are attached to this Memorandum.
2. These guidelines shall take effect immediately.
3. Immediate dissemination and strict compliance of this memorandum is directed.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

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ELO/egd/sgod/research/mma/jdl



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Enclosure No. 1 of Division Memorandum No. _____, s. 2023

**REQUIREMENTS FOR ISSUANCE OF ENDORSEMENT TO CONDUCT A STUDY
FOR THESIS/DISSERTATION PAPER OR DATA GATHERING FOR
RESEARCH PURPOSES**

(THROUGH THE PLANNING & RESEARCH SECTION)

1. Letter Request addressed to the Schools Division Superintendent (SDS) through the Public Schools District Supervisor (PSDS) concerned or Section Head for non-teaching personnel. Letter Request must be submitted through the Planning and Research Section.
2. Letter Request must have the specific date/s for the distribution of survey questionnaire/tool/interview and must indicate active **Contact Number** and **email address** of the proponent/ researcher.
3. Required Attachment are as follows:
 - a. Copy of Approved Thesis Proposal from Colleges/Universities where the proponent/researcher is enrolled.
 - b. Copy of Survey Questionnaire/data gathering tool/interview guide questions for Focus Group Discussion (FGD) .
 - c. Certification from PSDS and School Heads that DEPED Order No. 9, s. 2005 re: Instituting Measures to Increase Engaged Time-On-Task or "No Disruption-of-Classes Policy" shall be adhered to; therefore, the activity must be conducted outside class hours; and that ethical issues in conducting research should be observed by the researcher: informed consent, that the activity support important social and moral values, such as the principle of doing no harm to others, respect for anonymity and confidentiality, and respect for privacy.
4. A copy of the executive summary/abstract of the overall results of the study shall be furnished to this Office through the Planning and Research Section email address @ misor.research@deped.gov.ph
5. The SDS shall issue Certificate of Recognition to personnel with completed research study from their graduate schooling upon submission of the hardbound and soft (PDF) copies to this Office through the Planning and Research Section.



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Enclosure No. 2 of Division Memorandum No. _____, s. 2023

**ADOPTION OF RESEARCH THEMES
(DEPED ORDER NO.039, S. 2016)**

Based on the review of the Agency's policies and programs, survey of literature, and nationwide consultations with representatives of DepEd central and field offices, four research themes or basic education topics were identified. It is expected that the findings generated from each theme will fuel evidence-based actions that strategically support the attainment of the Department's vision and mission. The basic education topics or identified themes, to wit;

- Theme 1 - Teaching and Learning**
- Theme 2 - Child Protection**
- Theme 3 - Human Resource and Development**
- Theme 4 - Governance**

While the themes generally support DepEd's overall mandate, each theme has unique contributions to the Department's target outcomes and mission. For instance, Child Protection directly enhances the access outcome, while Teaching and Learning squarely impacts on the quality of education.

In the same manner, the identified themes dovetail with the Department's mission, particularly its four themes, **Teaching and Learning** responds to **students' and teachers' needs**, **Child Protection** focuses on the student **Human Resource Development** addresses concerns of **teaching and non-teaching staff**, while **Governance** centers on **administration and stakeholder's engagement**.

Therefore, this Office mandates all DEPED personnel, specifically for teachers, pursuing post graduate studies to adopt the Department's Research Agenda in their study.



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