



*Republic of the Philippines*

*Department of Education*

REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

May 11, 2021

DIVISION MEMORANDUM  
NO. **138**, s. 2021

To: OICs, Assistant Schools Division Superintendents  
Chief, Curriculum and Implementations Division  
Chief, Schools Governance and Operations Division  
Public Schools District Supervisors  
Municipal and City Research Committees  
Cavite Association of Research Educators  
All Concerned

**ADDENDA TO DIVISION MEMORANDUM NO. 368, S. 2020, TITLED “CHANGES IN THE DIVISION RESEARCH MANAGEMENT GUIDELINES”**

1. In line with the move to decentralize the research processes, empower the Municipal and City Research Committees (MRCs), and provide additional aid to encourage research partnerships with non-DepEd organizations, this Office announces additions in the Division Memorandum (DM) no. 368, s. 2020, titled “Changes in the Division Research Management Guidelines.”
2. To avoid duplication of work among MRCs, the following guidelines shall be adopted. In the event that an individual would like to request to **conduct their research study among the district and/or school-based personnel in more than 1 district**, they will submit the requirements stated in DM 368, s. 2020 to *nearest MRC of their research locale*. Once the nearest MRC evaluated that the requirements are complete and accurate, they will issue the *Permit to Conduct Study and coordinate with the other MRC(s) concerned through a formal letter signed by the PSDS/MRC Chair/ Secretariat to assist the researcher in floating their instrument*.
3. Once granted the permit to conduct a research study, the MRC(s) shall extend their assistance to the requestee through means, such as but not limited to, posting the survey links in the FB groups/group chats of the concerned personnel, and endorsing the research instrument to the school(s) concerned.



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4. The **submitted documents of the requestees and a copy of the Permit to Conduct the Study** shall be filed and kept by the Municipal/City Research Committee for their records and for future reports that will be required by Central and Regional Offices. The timeframe for the endorsement of non-DepEd research studies is 5-10 working days.
5. For research studies involving the administration of research instruments to Division Office-based personnel, the requestees shall submit the required documents via [depedcavite.research@deped.gov.ph](mailto:depedcavite.research@deped.gov.ph). Same requirements (see Attachment 2) shall be asked, except for the addressee of the request letter who shall be the signatory below.
6. Attached are the (1) flowchart of the endorsement procedure, (2) checklist and description of the required documents, (3) sample template of the permit to conduct the study, (4) directory of the email addresses of the MRCs, and (5) addressees for the letter of request.
7. Any Division Memorandum inconsistent with the content of this document is repealed accordingly.
8. You may access the infomercial via <https://youtu.be/YZpOUdf0LZQ> for more information.
9. For further questions and clarifications, you may email Ms. May Anne Joy D. Romanes via [depedcavite.research@deped.gov.ph](mailto:depedcavite.research@deped.gov.ph).
10. Immediate and widest dissemination of this Memorandum is highly desired.

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

MDR/DM No. 138, s. 2021  
051121-029/05/11/2021



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Step	Responsible Personnel	Details
<p>A</p> <p>Release <i>Permit to Conduct the Study</i></p> <p>Does the request involve participants from other districts?</p> <p>No</p> <p>Yes</p> <p>Coordinate with other MRCs</p> <p>Assist in floating the research instrument</p> <p>End</p>	<p>Municipal Research Committee (PSDS/Chairperson/Secretariat)</p> <p>Originating Municipal Research Committee (PSDS/Chairperson/Secretariat)</p> <p>Municipal Research Committee (PSDS/Chairperson/Secretariat)</p>	<p>Sign and release the Permit to Conduct the Study (Attachment 3)</p> <p>Coordinate with the other MRC(s) concerned through a <b>formal letter</b> signed by the originating PSDS/MRC Chair/ Secretariat to assist the researcher in floating their instrument</p> <p>Assist the requestee in floating the research instrument, and/or endorse to the school(s) concerned.</p>



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**Attachment 2. Checklist and description of the requirements in endorsing non-DepEd research studies.** (Download via <https://tinyurl.com/CaviteEndorse1>)

### **Endorsement of Non-DepEd Research Study** *Checklist*

In order for the permit to study to be issued, **all** of the following requirements must be submitted:

1. Letter of Request  
\_\_\_ Addressed to the Public School District Supervisor(s)  
\_\_\_ Signed by the researcher and research adviser/dean of the graduate school
2. Consent Form(s)  
\_\_\_ For participants 18 years old and above, **informed consent form**. For participants below 18 years old, **parental consent and assent for minors**.
3. Statement of the Problem/Objectives of the Study  
\_\_\_ Any document containing the research questions **or** objectives of the study.
4. Research Instrument  
\_\_\_ Questionnaire, interview guide, or any equivalent document that will be used to gather information from the target participants.



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**Attachment 3. Template of the Permit to Conduct the Study.** (Download via <https://tinyurl.com/CaviteEndorse1>)

#### 1<sup>st</sup> Endorsement <<Date>>

Respectfully returned to <<Name of the Requestee>>, a researcher from <<Non-DepEd Organization/Graduate School>>, with information that this Office interposes no objection to the attached request to conduct a study titled, "<<Title of the Study>>", provided that the following conditions will be taken into consideration:

1. There should be proper coordination with the school head of the selected school(s), District of <<Name of Municipality/City within the Division>>.
2. The researcher shall provide the appropriate consent form(s) to the target participants prior to the administration of the research instrument(s).
3. The activity should be scheduled after class hours.
4. The activity should not disrupt classes nor interfere with the regular activities of the school.
5. The participation of the target respondents is strictly voluntary.
6. The researcher should submit to this Office a completion report of the activity.
7. In case the participants are students aged 18 years old and below who will be interviewed, copies of the parental consent forms and assent for minors should be secured and kept on file in the school head's office for future references.
8. A copy of the research shall be submitted to the District Office through the Municipal/City Research Committee for utilization of other researchers in the district.

Public School District Supervisor

#### ----- AGREEMENT -----

I agree to submit a copy of my research to the District Office through the Municipal/City Research Committee for the utilization of other researchers in this Division.

Signature over Printed Name

School/District: \_\_\_\_\_

Contact No.: \_\_\_\_\_



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**Attachment 4. Email Addresses of Municipal and City Research Committees for the Submission of the Requirements for the Endorsement of Non-DepEd Research Studies.** (Access the most updated version via <https://tinyurl.com/MRCDirectory2021>)

MUNICIPAL/CITY RESEARCH COMMITTEE	EMAIL ADDRESS FOR NON DEPED RESEARCH ENDORSEMENT REQUEST
Alfonso	shirly.aure@depd.gov.ph
Amadeo	delmundo.nerlito@depd.gov.ph
Carmona	nanette.jalon001@depd.gov.ph
Gen. E. Aguinaldo (Bailen)	malimban.myra@depd.gov.ph
Gen. M. Alvarez	elizabeth.dizon@depd.gov.ph
Indang	rianette.ydia@depd.gov.ph
Kawit	marvinjay.maming@depd.gov.ph
Magallanes	neill.tirona@depd.gov.ph
Maragondon	cindi.alejandrino@depd.gov.ph
Mendez	mrc.depdmendez@gmail.com
Naic	wilbert.soriano@depd.gov.ph
Noveleta	alicia.abergos001@depd.gov.ph
Rosario	aries.manalo@depd.gov.ph
Silang	florie.fernandez@depd.gov.ph
Tagaytay City	garylen.amoroso001@depd.gov.ph / arvin.marinduque@depd.gov.ph
Tanza	tanzamrc@gmail.com
Ternate	cora.delrosario001@depd.gov.ph
Trece Martires City	joefel.horca@depd.gov.ph / matheresa.obrero@depd.gov.ph
Schools Division Research Committee (if target participants involve <i>Division Office-based personnel</i> )	depdcavite.research@depd.gov.ph



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**Attachment 5. Addressees in the Letter of Request.** (Access the most updated version via <https://tinyurl.com/SDOCavitePSDSs>)

MUNICIPALITY/ CITY	PUBLIC SCHOOL DISTRICT SUPERVISOR(S)	MUNICIPALITY/ CITY	PUBLIC SCHOOL DISTRICT SUPERVISOR(S)
ALFONSO	Alicia P. Francisco	ROSARIO	Edgardo L. Aquino
	Florencia B. Gloriani		Joel O. Peregrino
AMADEO	Divina A. Rosarda	SILANG	Elsa O. De Leon
	Nancy S. Marasigan		Jocelyn M. Contreras
CARMONA	Irma O. Ejanda		Cecilia C. Alvarez
GEA	Anaclea B. Incognito		Rey M. Guansing
GMA	Mary Ann M. Batino	TAGAYTAY CITY	Mercelita P. Salazar
	Mignon Cecille M. Mangoba		
INDANG	Edelisa M. Catacutan	TANZA	Ma. Jovy P. Legaspi
	Alma V. Lopez		Ofelia B. Arvisu
KAWIT	Helen C. Aure		Saturnino A. Hernandez
MAGALLANES	Marcos I. Ramos		Amelita P. Peñalba
MARAGONDON	Gregoria S. Atas	TERNATE	Arnel P. Zapanta
MENDEZ	Ester P. Salamatín	TRECE MARTIRES CITY	Gina B. Dulce
NAIC	Elizabeth P. Garcia		Merle A. Baybay
	Gloria R. Mojica		Susan A. Aquino
NOVELETA	Carolina R. Magallanes		Marcela Z. Dela Cruz



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