

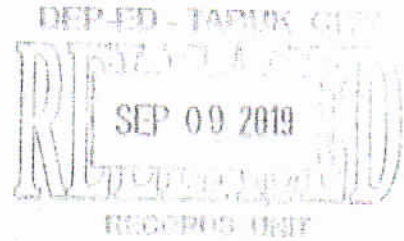


Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**  
City Hall Compound, Dagupan Centro, Tabuk City



**DIVISION MEMORANDUM**

No. 173 s. 2019



**TO: Chief Education Supervisor, CID  
Chief Education Supervisor, SGOD  
Education Program Supervisors  
School heads and school research coordinators  
Kindergarten, Elementary, Junior High and Senior High Teachers  
All Others Concerned**

**FROM:**   
**BENEDICTA B. GAMATERO**  
OIC-Schools Division Superintendent

**DATE:** September 6, 2019

**SUBJECT: Submission of Final Reports of Completed Researches**

1. Relative to the implementation of DO 16, s. 2017 or the Research Management Guidelines, the Department and the PPRD, DepEd CAR Regional Office aims to setup a mechanism to archive all completed education research conducted relative to the implementation of the K to 12 Basic Education Curriculum. This will ensure the availability of evidences, education framework, program and project implementation, plan preparation, training program design and development of instructional materials, among others.

2. In this connection, **all personnel who have conducted researches since 2015** (apart from those whose names are in the attached list) are **required** to submit in softcopies (Microsoft Word) all relevant research conducted whether school level, district level or division level to the Planning and Research Office through email address [planningandresearch.dotabuk@gmail.com](mailto:planningandresearch.dotabuk@gmail.com) on or before September 12, 2019. The submitted files will be consolidated and forwarded to the Regional Office which will in turn submit the same to the National Office. Hard copies (**1 copy**) of the completed research reports must also be submitted through the Records Section.

3. Henceforth, all researchers must ensure to furnish the Planning and Research Office, both the hard copy and soft copy of their completed research report upon acceptance by the OIC-Schools Division Superintendent/ SDRC Adviser.

4. Strict compliance to and immediate dissemination of this Memorandum is desired.