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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

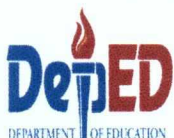
Office of the Schools Division
Superintendent

MEMORANDUM
No. 536, s.2025

**GUIDELINES AND REQUIREMENTS FOR SECURING AN INDORSEMENT
TO CONDUCT RESEARCH**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public and Private Elementary and Secondary School Heads/OICs
All Others Concerned

1. This Office informs all concerned researchers and institutions intending to conduct research within public and private schools under the Schools Division Office of Muntinlupa City of the required documents and procedures for securing an official indorsement to conduct research.
2. All research activities must adhere to DepEd guidelines, ethical standards, and data privacy laws to ensure that they contribute meaningfully to educational development while safeguarding the welfare of learners and personnel.
3. All research proponents are required to submit the following documents:
 - a. **Formal Letter of Request for Indorsement**
 - Addressed to the Schools Division Superintendent (SDS)
 - Indicate research title, purpose, scope, and data-gathering methods
 - Duly endorsed by the thesis adviser, research supervisor, or dean
 - b. **Approved Research Proposal or Rationale**, indicating:
 - Objectives and significance of the study
 - Scope, methodology, and implementation schedule
 - c. **Research Instruments** (e.g., questionnaire, interview guide)
 - d. **Informed Consent and Assent Forms**
 - Informed Consent Form for participants 18 years old and above
 - Parental Consent and Assent Forms for participants below 18 years old
 - e. **Permit to Study**
 - For DepEd employees currently enrolled in graduate or undergraduate programs and conducting thesis or dissertation research



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4. The researchers are reminded of the following conditions in accordance with DepEd Orders and existing laws:
 - No disruption of classes during data gathering (DepEd Order No. 9, s. 2005)
 - Compliance with ethical standards, data confidentiality, and the Data Privacy Act of 2012 (R.A. 10173)
 - Voluntary participation of respondents
 - Non-utilization of school resources for research purposes
 - Proper coordination with the school head and submission of schedule prior to data collection
5. Soft and printed copies of the research findings and recommendations shall be submitted to this Office through the SGOD-Planning and Research Section upon completion of the study.
6. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: as stated
Reference: none
To be indicated in the Perpetual Index
Under the following subjects:

POLICY

REQUIREMENTS

RESEARCH

TEACHERS

PRA/ GUIDELINES AND REQUIREMENTS FOR SECURING AN INDORSEMENT TO CONDUCT RESEARCH
536/October 16, 2025

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