



Republic of the Philippines  
 Department of Education  
 Region III  
**SCHOOLS DIVISION OF BULACAN**

September 10, 2020

To: Division Chiefs  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned

Due to the national health crisis brought by COVID-19, this Office would like to inform all concerned that submission of requests concerning researches may be done online. This is to ensure contactless transaction and minimize the possible risk of virus contamination.

Below are the details for the online submission:

Type of Request	Attachments	Online Link
Request for Data Gathering (Studies for degree requirements, Thesis or Dissertation and others)	1. Letter of Intent (PDF) 2. Instrument –questionnaire, interview guide (PDF) 3. Forms (PDF) - Endorsement from College/University - Copy of Approval of the College/University Research Ethics Review Committee - Informed Consent Form - Assent Form (in case the study will involve learners 18 years old and below) - Informed Consent Form (in case interview is part of data gathering procedure) - Copy of <b>Data Collection, Security, Storage, Transfer, Destruction Procedures</b> (details on how participants will be made aware of the survey online, measures to safeguard data at the site of data collection, measures to protect the privacy and confidentiality of participants, duration/period data will be stored online, measures on how the data will be transferred and destroyed after the study has been completed, measures on how to rectify and contain potential damage from breaches of confidentiality/security )	<a href="https://tinyurl.com/DataGatheringRequest">https://tinyurl.com/DataGatheringRequest</a>
	1. Letter of Intent (PDF) 2. Research Proposal (MS Word) 3. Forms (PDF) - Research Proposal Application Form	



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
 website: <https://bulacandeped.com> email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)





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<p>Research Proposal</p>	<ul style="list-style-type: none"> <li>- Immediate Supervisor's Conforme</li> <li>- Declaration of Anti-Plagiarism</li> <li>- Declaration of Absence of Conflict of Interest</li> <li>- Endorsement Letter from School Head/District Supervisor</li> <li>- Informed Consent Form</li> <li>- Assent Form (in case the study involves learners below 18 years old)</li> <li>- Informed Consent Form (in case interview is part of data gathering procedure)</li> <li>- Copy of <b>Data Collection, Security, Storage, Transfer, Destruction Procedures</b> (details on how participants will be made aware of the survey online, measures to safeguard data at the site of data collection, measures to protect the privacy and confidentiality of participants, duration/period data will be stored online, measures on how the data will be transferred and destroyed after the study has been completed, measures on how to rectify and contain potential damage from breaches of confidentiality/security )</li> </ul>	<p><a href="https://tinyurl.com/BulacanResearchProposal">https://tinyurl.com/BulacanResearchProposal</a></p>
<p>Final Research Output</p>	<p>Research Output (MS Word)</p>	<p><a href="https://tinyurl.com/BulacanResearchOutput">https://tinyurl.com/BulacanResearchOutput</a></p>

A confirmation email will be automatically sent to the sender as proof of receipt.

Wide dissemination of the content of this letter is desired.

Very truly yours,

**NICOLAS T. CAPULONG, PhD, CESO V**  
 Director III

OIC, Office of the Regional Director and Concurrent  
 OIC, Office of the Schools Division Superintendent

**DIVISION LETTER**  
 No. 091 , s. 2020



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