



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

January 3, 2023

DIVISION MEMORANDUM
No. 005 , s. 2023

**ONLINE SUBMISSION AND PROCESSING OF REQUESTS FOR DATA
GATHERING IN STUDIES INVOLVING TEACHING, TEACHING-RELATED,
NON-TEACHING PERSONNEL AND LEARNERS**

To: Division Chiefs
Education Program Supervisors and Public Schools District Supervisors
Elementary and Secondary School Heads
Researchers from Academic and Research Institutions
All Others Concerned

1. Under Paragraph V, Research Management Guidelines (A) Research Committees, (iii) Schools Division Research Committee (SDRC) of DepEd Order No. 16, s. 2017, the SDRC will assume the responsibilities of research management at the division level. Further, the SDRC secretariat is tasked to liaise with academic and research institutions, government agencies, and other DepEd offices in the conduct of research.
2. To facilitate the processing of requests for data gathering in studies involving teaching, teaching-related, non-teaching personnel and learners of this division, DepEd Bulacan hereby establishes the online submission and processing of such requests.
3. The details for the online submission of request for data gathering in studies involving teaching, teaching-related, non-teaching personnel and learners are as follows:
 - 3.1. The link for online submission of request for data gathering is <https://tinyurl.com/DataGatheringRequest-SGOD>.
 - 3.2. In compliance to Regional Memorandum No. 228, s. 2020 entitled Policy Guidelines on the Adherence to Ethical Research Principles and Responsibilities in Studies Involving Teaching, Teaching-Related, Non-Teaching Personnel and Learners, the following requirements should be uploaded in the online submission link to secure a permit to conduct the research/ data gathering:
 - 3.2.1. Letter of request (PDF)
 - 3.2.2. Instrument –questionnaire, interview guide
 - 3.2.3. Forms (PDF)






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- i. Endorsement from College/University
- ii. Copy of Approval of the College/University Research Ethics Review Committee
- iii. Informed Consent Form
- iv. Assent Form (in case the study will involve learners 18 years old and below)
- v. Informed Consent Form (in case interview is part of data gathering procedure)
- vi. Copy of Data Collection, Security, Storage, Transfer, Destruction Procedures (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)

For more information regarding this policy guidelines, refer to RM 228, s. 2020, a copy of which can be found in the DepEd Bulacan website, bulacandeped.com under Publications (Issuances, Reproduction No. 092, s. 2020)

- 3.2.4. For documents that require signature such as the letter of request, endorsement from college and university and copy of approval of the College/University Research Ethics Review Committee, the use of digital or electronic signature is allowed. Such documents bearing digital signature/s must be in portable document format (PDF).
 - 3.2.5. A confirmation email will be automatically sent to the sender as proof of receipt of the request.
 - 3.2.6. Endorsement letter will be issued to researchers who are able to fully comply with the requirements while a reply letter indicating deficiencies will be issued to researchers who fail to comply with the requirements. These letters will be released via email, subject to monitoring of the Records Unit of this division.
4. Immediate and wide dissemination of this Memorandum is earnestly desired.


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Officer-In-Charge, Office of the Schools Division Superintendent

