



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

05 March 2026

DIVISION MEMORANDUM
No. 153 s. 2026

**CORRIGENDUM TO DM NO. 069, s. 2026 - DISSEMINATION OF
PROCEDURE OF REQUEST TO CONDUCT RESEARCH STUDIES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. With reference to **DM No. 069, s. 2026** titled **Dissemination of Procedure of Request to Conduct Research Activities**, this Office informs the field of the **corrections made on the said process, specifically on the Person/s Responsible.**
2. Research requirements such as Security Clearance Form and Data Sharing Agreement may be downloaded at SDO Tayabas City website through <https://www.sdotayabascity.ph/forms/sdo-downloads/> under General Forms.
3. Researchers are requested to accomplish the said documents including complete signatories before the submission.
4. Enclosed is the said revised procedure of request to conduct research studies.
5. Widest dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: DM No. 069, s. 2026
To be indicated in the Perpetual Index
under the following subjects:

PROCEDURE
RESEARCH

SGOD- corrigendum to dm no. 069, s. 2026 - dissemination of procedure of request to conduct research studies
SGODI3BS-004441/March 5, 2026



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Enclosure 1

PROCEDURE OF REQUEST TO CONDUCT RESEARCH STUDIES

Division-Office:	School Governance and Operation Division-Planning and Research Section		
Classification:	Simple		
Type of Transaction:	Government to Citizen		
Who may avail:	Internal and External Researchers of Undergraduate and Graduate Studies		
RESEARCH REQUIREMENT CHECKLIST		WHERE TO SECURE	
<ul style="list-style-type: none"> 1 copy Request letter to conduct research (using the prescribed school format) 3 sets Research Questionnaire (using the prescribed school format) 		Client	
<ul style="list-style-type: none"> 3 sets Security Clearance Form (in A4 paper size) 3 sets Data Sharing Agreement (in A4 paper size) 		Client to download the prescribed form at SDO Tayabas City website through this link: https://www.sdotayabascity.ph/forms/sdo-downloads/ under General Forms	
CLIENT STEPS	UNIT/SECTION ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request letter to conduct research addressed to SDS, 3 sets of properly filled-out Data Sharing Agreement (DSA) and Security Clearance Form (SCF)	1.1 Receive and stamp the letter of Request; Receive and check research requirement documents (3 sets Research Questionnaire, Security Clearance Form and Data Sharing Agreement) Forward request letter to OSDS	30 minutes	Records Unit Personnel Services
	1.2 Receive documents from Records Unit; Forward request letter to SGOD Planning and Research Section (SGOD-PRS) for action	1 hour	OSDS Personnel Services
	1.3 Receive, check the completeness of documents, initial the DSA form, fill out information for Security Clearance Form and prepare	2 hours	Research Specialist (SGOD-PRS)

	letter of approval to conduct research; Forward SCF to Administrative Unit for signing of Legal Officer/Designated Compliance Officer		
	1.4 Read, check adherence to requirements, sign the 3 sets of SCF; Forward to ASDS for initial	30 minutes	Legal Officer/ Designated Alternate Compliance Officer-AO V
	1.5 Review and initial the letter, SCF and DSA; Forward to SDS for signing	15 minutes	ASDS
	1.6 Read, check and signed the documents and letter of approval; Forward to Research Specialist (SGOD-PRS)	15 minutes	SDS
	1.7 Check the completeness of the signatures and entries; Inform the client through call or email that the documents will be forwarded to Records Unit	30 minutes	Research Specialist (SGOD-PRS)
	1.8 Receive research documents; Inform the client via call or email that the DSA is for pick and for notarization	20 minutes	Records Unit Personnel Services
2. Pick-up the DSA at Records Unit	2.1 Give the 3 sets of DSA for notarization, logged and make the client sign in SDO-OSDS-L013- Logbook	10 minutes	Records Unit Personnel Services
TOTAL		5 hours and 30 minutes	
After the submission of notarized DSA			
3. Return the notarized DSA to Records Unit	3.1 Release the documents to the client	15 minutes	Records Officer II /Records Unit Personnel
TOTAL		15 minutes	
After the conduct of research			
4. Submit the hardbound copy of the completed research	4.1 Receive the hardbound copy, encode in DTS logged and forward to SGOD-Planning and Research Section	10 minutes	Records Unit Personnel
	4.2 Receive, record, and file the hardbound copy of the completed research at SGOD-Planning and Research Section for future	15 minutes	Research Specialist (SGOD-Planning and Research)

	references and further research, Issue Certificate of Receipt to researcher		Section
TOTAL		25 minutes	