



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 19, 2026

REGIONAL MEMORANDUM

No. **92** s. 2026

**STANDARDIZED PROTOCOL FOR HIGHER EDUCATION INSTITUTION
(HEI) AND EXTERNAL AGENCY RESEARCH IN DEPED
REGION VIII SCHOOLS AND OFFICES**

To: Schools Division Superintendents
Regional Office Division Chiefs
Planning and Research Section Personnel
All Others Concerned

1. In line with DepEd Order No. 16, s. 2017 (Research Management Guidelines), and in support of a research-informed education system, this Office issues the following standardized procedure for the conduct of research by Higher Education Institutions (HEIs) and external agencies within DepEd Region VIII.

2. **Researches Covering One Schools Division Office (SDO):**

All research activities from Higher Education Institutions (HEIs) and external agencies that involve only one Schools Division Office (SDO) shall be reviewed and approved by the concerned Schools Division Superintendent (SDS). The following documents must be submitted to the SDO through the Senior Education Program Specialist for Planning and Research (SEPS-PAR):

A. Submission Requirements:

1. Letter Request addressed to the SDS, through Senior Education Program Specialist for Planning and Research (SEPS-PAR).
2. Letter of Endorsement from the HEI or external agency.
3. Ethics Clearance (if applicable) or Approval from the HEI's Graduate School or Research Committee.
4. Approved Research Proposal.
5. Validated Data Collection Tool or Instrument.
6. Informed Consent Form for research participants.

3. Documents may be submitted physically through the SDO Records Unit or electronically via the official SDO email. The SEPS-PAR/Division Research Committee shall review the documents for completeness and accuracy and forward them to the SDS for review and approval. Once approved, the Indorsement shall be issued to the researcher, with copies furnished to the participating schools or offices.

4. **Researches Covering Multiple SDOs or Region-Wide Scope**

All research activities conducted by HEIs and external stakeholders involving two or more Schools Division Offices (SDOs), or having a region-wide scope, including those involving regional offices or units, shall be submitted directly to the DepEd Regional Office through the Policy, Planning, and Research Division (PPRD), or via the official DepEd Region VIII email.

A. Required Documents:

1. Letter Request addressed to the Regional Director, through PPRD.
2. Letter of Endorsement from the HEI or external agency.
3. Ethics Clearance (if applicable) or Approval from the HEI's Graduate School or Research Committee.
4. Approved Research Proposal.
5. Validated Data Collection Tool or Instrument.
6. Informed Consent Form for research participants.

5. The PPRD will review the submission, validate compliance, and facilitate the evaluation process for approval by the Regional Director. Endorsed documents will be released to the researcher and copy-furnished to concerned SDOs and offices.

6. All DepEd offices, schools, and learning centers are directed to extend appropriate assistance to researchers presenting a valid, approved Indorsement, while ensuring full compliance with the following:

- a. No Disruption of Classes Policy
- b. Time-On-Task Policy (DepEd Order No. 9, s. 2005)

7. Upon completion of the study, researchers are expected to submit the following deliverables to either the SDO Research Committee (for Division-level studies) or the PPRD (for Region-wide studies):

- a. Approved Indorsement (PDF)
- b. Final Research Output (PDF)
- c. Research Instrument Used (PDF)

These submissions will be archived for reference in planning, policy formulation, and program development.

8. Immediate dissemination of and compliance with this Memorandum are desired.

RONELO AL K. FIRMO, CESO IV
 Assistant Regional Director
 Officer-in-Charge
 Office of the Regional Director

Enclosures: None

References: As stated

To be indicated in the Perpetual Index under the following subjects:

RESEARCH HEI EXTERNAL AGENCIES

PPRD-MSM



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