



Republic of the Philippines  
**Department of Education**  
 REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF NUEVA VIZCAYA

07 MAY 2025

**DIVISION MEMORANDUM**

No. **204**, s. 2025

**SUBMISSION OF COMPLETED BASIC AND ACTION RESEARCHES UNDER  
 PROJECT EDUCREATE 3.0 (Educational & Comprehensive Research  
Advancement for Teachers' Engagement)**

To: Assistant Schools Division Superintendent  
 Chief - School Governance and Operations Division  
 Chief - Curriculum Implementation Division  
 Public Schools District Supervisors/District In-Charge  
 Public Elementary and Secondary School Heads  
 All others concerned

1. DepEd Order 16, S. 2017 known as the "Research Management Guidelines" emphasizes the roles and duties of the Schools Division Research Committee (SDRC) in providing technical assistance to research proponents in the schools, district or division office. In line with this, the SDRC provided the research participants to attend Project EduCREATE 3.0 (Educational & Comprehensive Research Advancement for Teachers' Engagement) last April 4-6, 2025 for research finalization and quality assurance, respectively.

2. As such, the SDRC announces the **submission of the completed basic and action researches** on or before **May 16, 2025**.

3. The following documents are to be submitted in two copies:

<b>Copy 1 (Ring-bound)</b>	<b>Copy 2 (Ring-bound)</b>
1. Cover Page ( <i>e-saliksik</i> ) 2. Title Page 3. Abstract 4. Acknowledgement 5. Edited Manuscript (Rationale – References) 6. Summary of Financial Report 7. Appendices -Instruments (TOS, Survey, Pre-posttest, etc) -Sample IMs/Intervention -Consent Forms, Certificate of Antiplagiarism and absence of conflict of interest - Documentations -Implementation Plan -Profile/CV -Quality Control Checklist	1. Cover Page ( <i>e-saliksik</i> ) 2. Title Page 3. Abstract 4. Acknowledgement 5. Edited Manuscript (Rationale – References) 6. Summary of Financial Report 7. Appendices -Instruments (TOS, Survey, Pre-posttest, etc) -Sample IMs/Intervention -Consent Forms, Certificate of Antiplagiarism and absence of conflict of interest - Documentations -Implementation Plan -Profile/CV 8. Approved Permit 9. Quality Control Checklist (completed and proposal) 10. Quality assured manuscripts (completed and proposal)

*Note: A4 Size Bond Paper, ring-bound with title page and indorsement*



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4. Research proponents are also requested to upload the completed basic and action researches in a single file through this drive link:

Needed Document	Link
Copy 1 File (in one word document file)	<a href="https://shorturl.at/uDXj7">https://shorturl.at/uDXj7</a>

5. Strict compliance and adherence to this memorandum is directed

**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent

Inclosure: As stated  
Reference: D.O No. 16, s. 2017, D.O. No. 39, s. 2016, Div. Memo. No. 265, s. 2017  
To be indicated in the perpetual index under the following subjects:

Basic/Applied Research

Research Management

Research Agenda

