



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

20 MAY 2025

DIVISION MEMORANDUM

No. 223, s. 2025

**SUBMISSION OF BASIC RESEARCH ON DISASTER RISK REDUCTION AND
MANAGEMENT/CLIMATE CHANGE ADAPTATION AND/OR
MITIGATION AND MENTAL HEALTH**

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. In line with **Unnumbered Division** dated November 7, 2024 on the conduct of **Research Workshop along DRRM, Climate Change Adaptation and Mental Health** and in consonance with the implementation of **DepEd Order No. 16, S. 2017** known as the “**Research Management Guidelines**”, this office through the Schools Division Research Committee (SDRC) announces the submission of basic research proposals which are output during the said workshop.

2. As such, the SDRC announces the **submission of the basic research proposals** will be on or before **May 30, 2025**, following the order of documents:

Basic Research Outline
<ol style="list-style-type: none">1. Cover Page2. Indorsement Letter3. Edited Manuscript (with table of contents)4. Survey Instruments (edited)5. Consent Forms6. Declaration of antiplagiarism and absence of conflict of interest7. Validation Instrument Tools (From experts)8. Quality Control Checklist (QCC)9. Quality Assured Manuscript10. MOA11. Curriculum Vitae/Profile

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

3. Refer to the attached calendar of activities and timelines for the implementation of research projects.

4. For technical assistance, communicate to the SGOD-Planning and Research and/or to the members of the Division Research Technical Working Group.

5. Submission of the basic research proposals along DRRM, Climate Change Adaptation and/or Mental Health will be monitored.

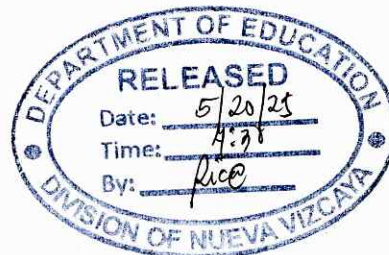


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6. The list of recipients for the said L&D conducted in Baguio Teachers' Camp last January 4-7, 2025 who are expected to submit their research proposals is hereto attached for reference.
7. Strict compliance and adherence to this memorandum is directed


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
05-2025-247 

Inclosure: As stated
Reference: D.O No. 16, s. 2017
To be indicated in the perpetual index under the following subjects:
Basic/Applied Research Research Management Research Agenda





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Enclosure to Division Memorandum No. 223, s. 2025

TIMELINE FOR DATA GATHERING ACTIVITIES

Basic Research Data Gathering Timeline

MAY				JUNE				JULY				AUGUST			
Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
Development of Research Instruments, Interview Guides and Protocols															
	Validation of instruments including pre-post tests			Pilot testing, if necessary											
					Floating of survey questionnaire (F2F, google forms)										
						Conduct of Interview (F2F, Online)									
									Data Summary		Data Analysis				