



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya

26 JUNE 2025

**DIVISION MEMORANDUM**

No.: 289, s. 2025

**SUBMISSION OF BASIC RESEARCH RELATED TO THE FUNCTIONALITY OF  
SCHOOL LIBRARIES AND LIBRARY HUBS**

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 **Division Memorandum Nos. 167, 213, & 251, s. 2025** titled **Seminar-Workshop on Research for Librarians and Libraries in-Charge**, 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 outputs during the said workshop.

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

**Basic Research Outline**

1. Cover Page
2. Indorsement Letter
3. Edited Manuscript (with table of contents)
4. Survey Instruments (edited)
5. Consent Forms
6. Declaration of antiplagiarism and absence of conflict of interest
7. Validation Instrument Tools (From experts)
8. Curriculum Vitae/Profile

*Note: A4 size bond paper, ring-bound with title page and indorsement*

3. For technical assistance, communicate to the Division Librarian, Mr. **Chester C. Cortez**, and/or to the members of the Division Research Technical Working Group.

4. Submitted basic research proposals along school libraries and library hubs will undergo quality assurance through the Quality Control Checklist and will be returned to the proponents for integration of the suggestions.



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5. The list of recipients for the said L&D conducted at SDO – Conference Hall last June 18-20, 2025, who are expected to submit their research proposals is attached with **Division Memorandum Nos. 167 and 213, s.2025.**
6. Strict compliance and adherence to this memorandum is directed.

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

Inclosure: As stated  
Reference: Division Memorandum Nos. 167, 2213, & 251, s.2025  
D.O No. 16, s. 2017

To be indicated in the perpetual index under the following subjects:  
Basic/Applied Research  
Research Management  
Research Agenda



CID/EPS/lrms/BEG/cc



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