



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

27 April 2026

DIVISION MEMORANDUM

No.: 171, s. 2026

**REITERATING THE 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 No. 289, s. 2025** titled “**Submission of Basic Research Related to the Functionality of School Libraries and Library Hubs,**” 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), reiterates the submission of basic research proposals which are outputs during the Capacity Building on Research for Libraries and Libraries in-Charge: Phase 1.

2. As such, the **submission of basic research proposals** is extended to **May 8, 2026**, 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
04-2026-268

Inclosure: As stated
Reference: Division Memorandum Nos. 167, 213, 251, 289 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/ccc



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