



DIVISION MEMORANDUM

No. 296, s. 2018

To: PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS
DIVISION OFFICE PERSONNEL

From: AGUSTINES E. CEPE, Ph.D., CESO VI
Schools Division Superintendent

Subject: Submission of Documentary Requirements for Research Incentive c/o
Province of Misamis Oriental

Date: September 19, 2018

1. This is to inform the field of the timeline to be followed relative to the submission of documentary requirements for the Research Incentive c/o Province of Misamis Oriental.



2. Consequently, the field is directed to submit the following documents (must be arranged in the same order as enumerated below) to the Division Office on or before **September 25, 2018, 5:00PM.**
 - i. Provincial Payroll
 - ii. Certification by the School Head
 - iii. List of Teaching/Teaching-Related and Non-Teaching Researchers
 - iv. Research Executive Summary and its parts
3. Sample Payroll and prescribed templates will be sent to the email address of the School Heads and/or official email of the schools. Since review will no longer be done at the Division Office due to time constraints, schools are expected to adhere strictly with the prescribed templates and instructions provided to ensure that documents submitted will not be returned w/o action by the Provincial Office of Misamis Oriental. Also, it shall be the school who will make sure that all teachers entitled are included in the list and payroll.
4. For information, guidance and strict compliance.