



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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27 Jan 2020

DIVISION MEMORANDUM  
No. 037, s. 2020

**ENCLOSURE TO THE LETTER REQUEST ASKING FOR  
PERMISSION TO CONDUCT RESEARCH**

To: **All Public Elementary School Heads**  
**All Public Secondary School Heads**  
**All Others Concerned**  
This Division

1. To ensure proper recording of written requests and validation of research instrument, this Office directs all teaching and non-teaching personnel who are taking graduate thesis and dissertation to include necessary enclosures when submitting a letter request (*to conduct a study*) in the Office of the Schools Division Superintendent.
2. Together with the letter request sent to the Schools Division Superintendent, the following enclosures should be submitted:
  - a. Sample questionnaire or research tool;
  - b. Sample Letter request to respondents and participating schools
3. For further inquiries, you may contact Karen Rose A. Serrania, the Division Research Coordinator at 0906 348 3254.
4. For guidance and strict compliance.

OLGA C. ALONSABE, PhD, CESE  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects: SGOD/KRAS



Address: Zone 3, Poblacion, El Salvador City | Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Tel. No. (088) 555-0475 | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)