



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

17 Jul 2020

DIVISION MEMORANDUM

No. 152, s. 2020

**SUBMISSION OF COMPLETED RESEARCHES AND  
OTHER PERTINENT DOCUMENTS**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. The field is hereby informed that submission of completed researches and other pertinent documents shall be made on or before **August 17, 2020**, c/o Cash Section. Process flow for this purpose is as follows.

Target Schedule	Action	Process Owner	Prescribed Template
July 20-24, 2020	1. Preparation of Excel Files and forward to Schools for confirmation and printing 2. Send reference for detailed instruction and templates	Personnel Unit (JCG & KBG)	Downloadable online forms from <a href="https://www.depedmisor.net/forms">https://www.depedmisor.net/forms</a>
July 27- August 10, 2020	3. Preparation of Research Summary	Teaching and non-teaching personnel	Template for Research Summary w/ cover page Font: Times New Roman, size 12 Spacing: Single Margin: Left - 1.25 in; then 1in from other sides
August 11- 14, 2020	4. Preparation of Certification w/ List and other additional documents	School Head and Non-Teaching Personnel	Template provided for certification, list and other attachments; Refer to the templates to be provided via email
August 17, 2020	5. Consolidation and Submission of Documents to SDO c/o Cash Section	Schools	None
August 18- 25, 2020	6. Review and submission of documents to Province of Mis Or	Research Coordinator and Cash Section	None

OSDS/AMA



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Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



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2. For information, guidance and compliance.

**OLGA C. ALONSABE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

RESEARCH OR STUDIES

OSDS/AMA



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