



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

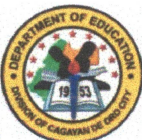
25 Jun 2026

DIVISION MEMORANDUM
No. 584 s.2026

ONLINE RESEARCH ONBOARDING FOR PRE-APPROVED RESEARCH PROPOSALS

TO: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Public Schools District and Education Program Supervisors
SEPS – Planning and Research
All Public Elementary and Secondary School Heads
District Research Focal Persons
Concerned Teachers

1. In line with the Schools Division Office's commitment to strengthening a culture of research and ensuring the quality implementation of approved research initiatives, an **Online Research Onboarding** shall be conducted for all teacher-researchers and educational leaders with pre-approved research proposals.
2. The activity aims to orient participants on research implementation protocols, ethical considerations, data privacy requirements, monitoring and evaluation mechanisms, documentation standards, and other essential guidelines necessary for the successful conduct of approved research studies within the Division.
3. The activity shall be held on **June 27, 2026**, at **1:00 pm** through **MS Teams platform**. The following **agenda** will be tackled:
 - a. Orientation on Research Implementation Guidelines;
 - b. Research Ethics and Data Privacy Compliance;
 - c. Monitoring, Technical Assistance, and Reporting Requirements;
 - d. Research Timelines and Expected Deliverables; and
 - e. Open Forum and Clarificatory Discussions.
4. Participants are expected to:
 - a. Attend the entire onboarding session;
 - b. Prepare a copy of their approved research proposal for reference;
 - c. Take note of the timelines, deliverables, and compliance requirements to be discussed; and



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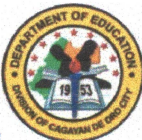
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- d. Actively participate in the open forum and clarification sessions.
5. Attendance in the Online Research Onboarding is mandatory for all proponents of pre-approved research proposals. The onboarding serves as a critical compliance requirement to ensure that researchers are adequately informed of the standards, processes, and responsibilities governing the conduct of research in the Division.
6. Considering the importance of the activity in ensuring research quality, compliance, and ethical conduct, attendance is mandatory. **Non-attendance** shall be construed as **non-compliance** with Division research requirements and may serve as **grounds for the withdrawal** of the pre-approved status of the research proposal, thereby **disqualifying** the same from implementation until all onboarding requirements have been satisfactorily complied with.
7. The **Microsoft Teams meeting link** and other relevant details shall be disseminated through the official communication channels prior to the conduct of the activity.
8. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
9. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATION BERF RESEARCH
DM036-SGOD-PR-BASEN/ online research onboarding for pre-approved research proposals
June 25, 2026



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