



September 9, 2019

REGIONAL MEMORANDUM
No. SO6, s. 2019



SUBMISSION OF HARDBOUND AND SOFT COPY OF COMPLETED RESEARCH

TO: SCHOOLS DIVISION SUPERINTENDENTS
This Region

1. This has reference to DepEd Order No. 16, s. 2017 re: **Research Management Guidelines** on the submission of hard and soft copies of completed research. Relative to this, the regional office through the Policy, Planning and Research Division is requiring the researchers from **batch 2-5** to submit hard copies and resubmit soft copies to address the mismatch of reported number of research and the actual submitted PDF copies of completed research.
2. The Senior Education Program Specialist/Research Coordinator shall be responsible of the following:
 - a. collect the hard and soft copies of the researches;
 - b. ensure the 100% submission of manuscripts and PDF copies;
 - c. make sure that the unedited manuscript submitted by the researchers are quality assured by the division pool of editors.
 - e. submit to the office of the PPRD before September 30, 2019.
3. Manuscripts of batch 1 researchers shall be reviewed by the regional pool of editors, for quality assurance in preparation for the online journal of PRD-Central Office which will start to operate on October 2019.
4. The list of the researchers by division from batch 1-5 will be sent in excel file through email to the account of the research coordinator of the division for easy tracking.
5. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.


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OIC – Regional Director



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