



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

DEP-ED SDO N.E.  
**RELEASED**  
JUN 01 2023

RECORDS SECTION

21 May 2023

DIVISION MEMORANDUM  
No. 162 s. 2023

**RESEARCH AND INNOVATION GUIDELINES ON THE SUBMISSION OF THE PROPOSALS  
AND COMPLETED PAPERS IN SDO NUEVA ECIJA**

To: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
District Research Coordinators  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Relative to the Procedure Manual for QMS and ISO 9001 s. 2015, and the Division Memorandum No. 229, s. 2022 promoting the research culture and systematic workflow of the Research Unit, the three different paper proposals up to the final output such as the Action/Applied Research, Innovation, and Income-Generating Project must be given a deeper focus this FY 2023 by providing newly revised and updated guidelines in terms of its date of submission from the schools to the division office.
2. This division encourages everyone to have a copy of the newly revised and updated guidelines on the date of submission from the schools to the division office. The followings are the most essential parts of the **2023 Revised Guidelines for the Date of Submission of Both Proposals and Completed papers for Action/Applied Research, Innovation, and Income-Generating Projects**:
  - 2.1. all paper proposals (Research, Innovations, and Income-Generating Projects) will only be submitted at the **end of the quarter** (last week of March, June, September, and December);
  - 2.2. all completed papers (Research, Innovations, and Income-Generating Projects) will only be submitted on a **semi-annual basis** (every last week of June and December); and
  - 2.3. all returned and complied paper proposals will be accommodated at the end of the month (last week of the month) after their initial technical and content evaluation until the issuance of the Certificate of Acceptance;
  - 2.4. furthermore, once the proponent was given the Certificate of Acceptance for their paper proposals, they will be given **only 6 months-12 months** (for Action/Applied/Basic Research) and **a minimum of 12 months** (Innovations and IGPs) to comply with the completion of their work.



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3. Immediate dissemination and compliance of this Memorandum is enjoined.

  
**Engr. EDGARD C. DOMINGO, PhD, CESO V**  
Schools Division Superintendent 9

Encl.: As stated

Reference: Procedure Manual for QMS and ISO 9001 s. 2015, and DM 229 s. 2022

To be included in the Perpetual Index

under the following topics:

GUIDELINES

RESEARCH

INNOVATION

APPLIED RESEARCH

Enclosure No 1. To Division Memorandum No. \_\_\_\_\_ s. 2023

**RESEARCH AND INNOVATION GUIDELINES ON THE SUBMISSION OF THE PROPOSALS  
AND COMPLETED PAPERS IN SDO NUEVA ECIJA**

**SUBMISSION DATE FOR THE PAPER PROPOSALS AND COMPLETED PAPERS**

<b>TYPES OF PAPER</b>	<b>DATE</b>
CALL FOR RESEARCH, INNOVATION, AND IGP PROPOSAL	Every last week of the Quarter of the given FY <i>(March, June, September, and December)</i>
RESEARCH, INNOVATION, AND INCOME-GENERATING PROJECT COMPLETED	Semi-annual basis <i>(every last week of the month of June and December)</i>
MONITORING OF SUBMITTED PAPERS	<i>January-February, April- May, July- August, October- November</i>