



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF ANGELES CITY**

August 23, 2020

**DIVISION Memorandum**

No. 191, s. 2020

**To:** Chief, Curriculum and Implementation Division  
Chief, School Governance and Operations Division  
Heads of Public Elementary and Secondary Schools  
Teacher-Researchers and Research Enthusiasts



**POLICY GUIDELINES ON THE ADHERENCE TO ETHICAL PRINCIPLES AND RESPONSIBILITIES IN STUDIES INVOLVING TEACHING, TEACHING-RELATED, NON-TEACHING PERSONNEL AND LEARNERS**

1. Please be informed of the attached Regional Memorandum No. 228 s. 2020 on the Policy Guidelines on the Adherence to Ethical Principles and Responsibilities in Studies involving Teaching, Teaching-Related, Non-Teaching Personnel and Learners which the policy aims to strengthen the adherence to the principles and responsibilities of the researchers for ethical conduct of research at the division and school level. This includes research studies funded by Policy Research Program Fund (PRPF), non-PRPF studies and studies for degree requirements from colleges and universities in which permit to conduct is requested from the SDO and schools. Thus, observance and compliance to this policy is strictly implemented.
2. Immediate dissemination to this memorandum is highly encouraged.

**MA. IRELYN P. TAMAYO PhD, CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

mlvr/seps/par

CN 2020-1A5



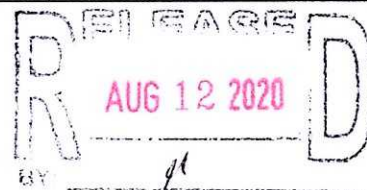
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Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

DepEd RO III - RECORDS SECTION



**REGIONAL MEMORANDUM**

No. 228, s. 2020

**POLICY GUIDELINES ON THE ADHERENCE TO ETHICAL RESEARCH PRINCIPLES  
AND RESPONSIBILITIES IN STUDIES INVOLVING TEACHING, TEACHING-  
RELATED, NON-TEACHING PERSONNEL AND LEARNERS**

To: **Schools Division Superintendents**

1. In accordance with DepEd Order No. 16 s. 2017 entitled Research Management Guidelines, Republic Act No. 10173 known as Data Privacy Act of 2012, and DepEd Order No. 40 s. 2012 entitled Child Protection Policy, DepEd Regional Office III hereby issues the policy guidelines on the adherence to ethical research principles and responsibilities in studies involving teaching, teaching-related, non-teaching personnel, and learners. The policy aims to strengthen the adherence to the principles and responsibilities for the ethical conduct of research at the regional, division, and school levels. It covers research studies funded by the Policy Research Program Fund (PRPF) and non-PRPF studies, including those studies for degree requirements in which permit to conduct the study is also requested.
2. Under Paragraph VI, Special Provisions (C) Research Ethics of DepEd Order No. 16 s. 2017, education research, in particular, heavily focuses on learners and their immediate environment. Thus, researchers shall observe the highest ethical standards. Similarly, research managers shall uphold ethical principles in evaluating and implementing research proposals to protect our learners and communities. This includes ensuring confidentiality in handling data of respondents and providing consent forms where necessary. In the interim, researchers will refer to the DepEd Child Protection Policy (DepEd Order No. 40 s. 2012) as a reference for interacting with learners. Further, for research that will involve I.P. learners, ICCs, IKPs, and ILSs, researchers will adhere to the rights-based approach and principles of inclusion, participation, and empowerment as stipulated in the National IPed Policy Framework (DepEd Order No. 62 s. 2011).
3. Meanwhile, the strict implementation of public health measures due to the Covid-19 Pandemic brings challenges in data collection to researchers. However, the same ethical principles for face to face data collection should be observed during remote data collection in terms of minimizing the risk of harm, obtaining informed consent and assent, protecting anonymity and confidentiality, avoiding deceptive practices and providing the right to withdraw.



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- 3.1 In surveys where an email list is acquired, the researcher should give a clear statement of the source of the email addresses and ensure that the individuals listed have prior consent before to be contacted in the future for any research purposes;
- 3.2 Informed consent and assent should be obtained from the participants before the conduct of the study. Participants should be made to understand what the goal of the research is and what they agree to do, the potential risks (e.g., limits to confidentiality) and benefits of taking part, and details of alternative options that may benefit them. Participants should have the option to ask questions and should be made to understand that participation is voluntary and that they have the right to withdraw at any time. Further, informed consent and assent forms should be written in plain language participants understand and should be signed by the participants. Misleading or deceptive statements should be avoided;
- 3.3 Researchers should be especially sensitive to the need to consider, respect and safeguard the wellbeing of particularly vulnerable participants of research including but not limited to children; those with physiological/psychological impairments; those dependant on the protection or in the care of others and those with limited knowledge of the language in which research is conducted;
- 3.4 Personal information of participants should not be sought from without their prior consent. The anonymity of participants should be maintained, and the researcher should ensure that data are not used for subsequent non-research purposes. Personally identifiable data and other research-related data should be kept, secured and stored separately;
- 3.5 Participants should be informed about the duration of the survey and should be given links to data protection, privacy policy, cookie policy statements, or information about the use of the software at the beginning of the survey, which should be available in simple language.
- 3.6 Researchers should obtain permission from the participants before recording their voices or images through informed consent;
- 3.7 Researchers should ensure the confidentiality of data and privacy of participants at all stages of the process: during all interactions with the participants and when the data is transmitted and stored and destroyed and;
- 3.8 Participants should be given entitlement to ask the researcher to delete their records, and the researcher should conform to such requests where reasonable.





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4. Further in securing a permit to conduct research at the regional (a study involving two (2) or more Schools Division Offices) and division levels, the following should be attached to the **letter of request prior to the approval**: This is to safeguard ethical principles in research such as respect for persons and their welfare.
  - 4.1 Endorsement from the College/University
  - 4.2 Copy of Approval of the College/University Research Ethics Review Committee
  - 4.3 Instrument (Survey/Interview Guide)
  - 4.4 Copy of Data Collection, Security, Storage, Transfer, Destruction Procedures (details on how participants will be made aware of the survey online, measures to safeguard data at the site of data collection, measures to protect the privacy and confidentiality of participants, duration/period data will be stored online, measures on how the data will be transferred and destroyed after the study has been completed, measures on how to rectify and contain potential damage from breaches of confidentiality/security )
  - 4.5 Informed Consent Form
  - 4.6 Assent Form (in case the study involves learners below 18 years old)
  - 4.7 Informed Consent Form for Recording Interview (in case interview is a part of data gathering procedure)
5. Policy, Planning and Research Division (PPRD), in close collaboration with Quality Assurance Division (QAD) in the Regional Office and the School Governance and Operations Division (SGOD), shall conduct an annual review of the effectiveness and efficiency of the policy in achieving its objectives. Feedback from the M & E shall be reported during the Division Monitoring, Evaluation, and Adjustment (DMEA).
6. Immediate dissemination and compliance with this Memorandum is directed.

  
**NICOLAS T. CAPULONG, PhD. CESO V**  
Director III  
Officer-In-Charge  
Office of the Regional Director

PPRD2/pprd05

References:

Republic Act No. 10173  
DepEd Order 16, s. 2017  
DepEd Order 40 s. 2012  
DepEd Order 62 s. 2011  
2017 American Psychological Association  
Ethical Principles of Psychologists and Code of Conduct



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