



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

20 Nov 2025

DIVISION MEMORANDUM

No. 407, s. 2025

DIVISION LOCALIZED GUIDELINES ON ETHICAL RESEARCH PRINCIPLES AND RESPONSIBILITIES FOR STUDIES INVOLVING DEPED PERSONNEL AND LEARNERS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads of Public Elementary and Secondary Schools

1. The Schools Division Office of Angeles City issues this memorandum to localize and operationalize national regulations on ethical research. In alignment with DepEd Order 16 s. 2017 (Research Management Guidelines), DepEd Order 40 s. 2012 (Child Protection Policy), the Data Privacy Act of 2012, and DepEd Order 62 s. 2011 (National Indigenous Peoples Education Framework), these guidelines ensure that all studies involving teaching, teaching-related, and non-teaching personnel, as well as learners—including BERF-funded and academic research—adhere to rigorous ethical standards.
2. The memorandum emphasizes the protection of participants' rights, including confidentiality, informed consent, assent for minors, and special considerations for vulnerable groups, such as children and Indigenous learners.
3. With this, researchers must secure a Division Research Permit by submitting the following documentation to ensure compliance with ethical standards:
 - Letter of Request – Duly approved by the Dean of the College/Graduate School
 - Ethics Approval – Copy of approval from the College/University Research Ethics Review Committee
 - Research Instruments – Survey or interview tools to be used in the study
 - Data Management Plan – Detailing procedures for data collection, security, storage, transfer, and disposal
 - Informed Consent Form – For all respondents/participants involved in the study
 - Assent Form – If learners below 18 years old are involved
 - Consent for Audio/Video Recording – If recordings will be used during data collection
4. The Schools Division Office shall review these guidelines annually through the Division Monitoring, Evaluation, and Adjustment (DMEA) process to ensure sustained ethical compliance.



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5. Immediate dissemination and strict compliance with this memorandum are hereby directed.

EDGARD C. DOMINGO, PhD. CESO V
Schools Division Superintendent

References: DepEd Order 16, s. 2017
DepEd Order 40 s. 2012
DepEd Order 62 s. 2011

SGOD/SEPS-ICL/November 20, 2025