



Republic of the Philippines
Department of Education
CARAGA REGION



April 4, 2023

REGIONAL MEMORANDUM
No. 0250, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

TEMPLATES OF CERTIFICATES AND LETTER REQUEST FOR ADOPTION OF
RESEARCH RESULTS AND OUTPUTS

1. To facilitate the adoption of research outputs and to ensure uniformity of the Means of Verifications (MOVs) as to research utilization, this office prepared templates of letter request and certificates.
2. The templates are attached as enclosures for easy reference.
3. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: As Stated
Reference: DepEd Order 16, s. 2017
To be indicated in the Perpetual Index
under the following subjects:

FORUM

RESEARCH

PPR/clg
04/04/2023



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2023-04-04395

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 1

Enclosure 1. Letter Request for Citation

Date

ATTENTION: _____

Research Coordinator

Madam/Sir:

The undersigned is currently proposing/conducting a study entitled
“_____”.

In this regard, the researcher humbly request to have a copy of the manuscript
of the study of _____to be used as a reference in the
conceptualization of the study.

Your favorable support of this academic endeavor will tremendously help for the
completion and success of the study.

Thank you very much and more power.

Respectfully yours,

Researcher

Enclosure 2. Letter Request for Adoption of Survey Questionnaires

Date

ATTENTION: _____
Research Coordinator

Madam/Sir:

I am _____, a teacher/School Principal/Education Program Supervisor of _____ school/division.

I would like to ask your permission to use/adopt the survey/questionnaire instrument of XXXXXX in my research study. I would like to use and print the survey instruments under the following conditions:

- I will use the surveys only for my research study and will not sell or use it with any compensated activities.
- I will include the copyright statement on all copies of the instrument.

If these are acceptable terms and conditions, please indicate so by replying to me through e-mail: _____.

Your consideration concerning our request will be greatly appreciated.

Respectfully yours,

Enclosure 3. Letter Request for Adoption of Research Outputs

Date

ATTENTION: _____
Research Coordinator

Madam/Sir:

I am _____, a teacher/School Principal/Education Program Supervisor of _____ school/division.

I would like to ask your permission to use/adopt the research-based instructional materials in XXXXXX of XXXXXX. I would like to reproduce the materials to be utilized by our teachers in our school/division under the following conditions:

- I will reproduce the materials only for utilization of teachers/students and will not sell or use it with any compensated activities.
- I will include the copyright statement on all copies of the materials.
- I will always acknowledge the rightful owner of the developed instructional materials.

If these are acceptable terms and conditions, please indicate so by replying to me through e-mail: _____.

Thank you very much and more power.

Respectfully yours,
