



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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DEPED DIVISION OF BAGUIO CITY

JUN 16 2016

RELEASED

DIVISION MEMORANDUM

No. 159, s. 2016

**BAGUIO CITY DIVISION RESEARCH MANUAL
 AND TIMELINES FOR SY 2016-2017**

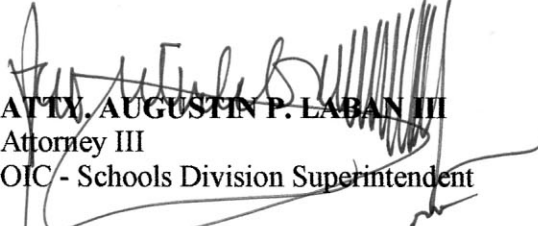
To : **All Teaching, Teaching Related, and Non-teaching Personnel
 Schools Division Office Personnel
 Other Concerned**

1. This is to furnish the field with the Baguio City Division Research Manual for the conduct of research activities for SY 2016-2017.
2. To ensure quality and improve efficiency of researches, please strictly follow below timeline of activities:

SEMESTER	MANUSCRIPT PART	SUBMISSION DUE DATE
First	Proposal	August 25, 2016
	Final	October 21, 2016
Second	Proposal	December 16, 2016
	Final	March 31, 2017

Note: For researches to be conducted within one school year, deadline of proposal and final papers will be on 25 August 2016 and 31 March 2017, respectively.

3. Online database will be created to check the status of ongoing researches and/or innovations. Web address will be provided as addendum to this communication upon completion of the program.
4. Current workflow and all research guidelines are contextualized in the Division. However, the field shall be notified for ANY forthcoming changes thereof.
5. Immediate and wide dissemination of this Memorandum to all concerned is required.


ATTY. AUGUSTIN P. LABAN III
 Attorney III
 OIC - Schools Division Superintendent