



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
82 Military Cut-off Road, Baguio City



DIVISION OF  
BAGUIO CITY  
OCT 08 2016  
**RELEASED**  
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DIVISION MEMORANDUM

No. 267, s.2016

**Addendum to Division Memorandum No. 159, s. 2016  
(Baguio City Research Manual and Timelines for SY 2016-2017)**

To: All School Heads  
School Research Coordinators  
Concerned Teaching, Teaching Related, and Non-Teaching Personnel  
Others Concerned

1. To provide full technical assistance to all researchers who have submitted their researches for the First Quarter from April to August 25, 2016, this Office instructs all key persons involved to hold the submission of research proposals for the Second Quarter of SY 2016-2017.
2. The Planning and Research Section shall resume the acceptance of all research proposals covering Third and Fourth Grading periods starting October 10 to December 16, 2016.
3. Immediate and wide dissemination of this Memorandum is desired.

*For*

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

*Elma D. Donaal*

**ELMA D. DONAAL, EDD**  
Chief, School Governance  
and Operations Division