



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



DIVISION MEMORANDUM

No. 085, s. 2019

**Permit to Conduct Study of Outside Researchers**

To : **All Public Schools District Supervisors**  
**Public School Heads**  
**Others Concerned**

1. It came to the attention of this Office that there were outside researchers who are being allowed by schools to gather data without approved permit to conduct study.
2. Considered outside researchers are researchers from state universities, research centers, individual researchers, among others.
3. Hence, this Office reiterates Division Memorandum No. 428, s. 2018 entitled *Updated Research Manual of Schools Division of Baguio City as of September 2018* specifically on the process of securing permit to conduct study for all outside researchers. Refer to Enclosure No. 1 of this Memorandum.
4. Immediate and wide dissemination of this Memorandum is required.

**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent

## OUTSIDE RESEARCHERS WORKFLOW

