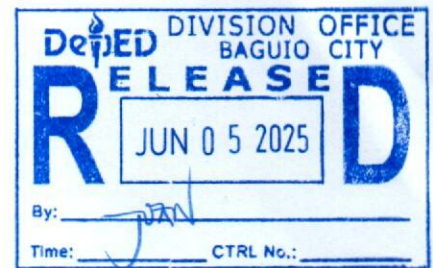




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



4 June 2025

DIVISION MEMORANDUM

No. **340-2025**

**TIMELINES ON THE SUBMISSION OF RESEARCH PROPOSALS,
INNOVATIONS AND APPLICATION OF EDUCATION FOR SY 2025-2026**

To : OIC-Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. As part of the continuous improvement of the processes in the Schools Division Office of Baguio City, the field is being informed of the timelines that will be followed on the submission of research proposals, innovations and application of education for school year 2025-2026. This mechanism is adopted as a response to the challenges and issues encountered during the previous years of implementation.
2. The timeline of submission of the aforementioned proposals will be as follows:

Quarter Call	Start of Acceptance	End of Acceptance
First Quarter	July 21, 2025	August 1, 2025
Second Quarter	September 22, 2025	October 3, 2025
Third Quarter	January 5, 2026	January 16, 2026
Fourth Quarter	March 9, 2026	March 20, 2026

3. Teaching, teaching-related and non-teaching personnel in SDO-Baguio City is strictly directed to observe the timelines stated above. Proposals that will be submitted beyond the timelines will not be accepted.
4. For inquiries, please call any staff from the Planning and Research Section at telephone number (074) 446-6738
5. Immediate and wide dissemination of this Memorandum is required.

SORAYA T. MACULO PhD, CESO VI
Schools Division Superintendent