



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

March 10, 2025

Division Memorandum
No. 122, s. 2025

APPROVING AUTHORITY FOR RESEARCH PERMIT

**To: Chief Education Supervisors
Education Program Supervisors/Specialists
Public Schools District Supervisors/ Principals/ Head Teacher-in-
Charge of the Districts
School Heads of both Public and Private Schools
All Others Concerned**

1. This memorandum serves as a directive for all teaching and non-teaching personnel, as well as external researchers, in the Division of Aklan who intend to conduct research for their thesis or dissertation.

2. All requests for a permit to conduct a study or research must be formally addressed to:

FELICIANO C. BUENAFE, JR., CESO VI
Schools Division Superintendent
Division of Aklan

3. Applicants must ensure that their request includes the following documents:
a. Formal letter of request addressed to the Schools Division Superintendent
b. Informed consent/assent forms, if applicable

4. The approval process will follow the guidelines set by the Department of Education, ensuring that all research activities align with DepEd policies, ethical standards, and institutional goals.

5. For inquiries or further clarification, you may contact Dr. Mikko Jan D. Lopez, Senior Education Program Specialist- Planning and Research.

6. Immediate and wide dissemination of the content of this memorandum to all concerned is desired.

FELICIANO C. BUENAFE, JR., CESO VI
Schools Division Superintendent

Encl: As stated
To be indicated in the Perpetual Index
under the following subjects

RESEARCH OR STUDIES PERMIT POLICY

/mjdl



Población, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph