



Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OF SURIGAO CITY

(Date)

(Name of recipient)
(School)
(School address)

Dear (Title and Last Name):

Greetings!

This refers to the research proposal entitled “(title of research)” that you submitted to the Schools Division Research Committee (SDRC).

The SDRC has carefully evaluated the final research proposal based on the criteria prescribed in the Research Management Guidelines and we are pleased to inform you that the said research proposal was approved for implementation.

Since your research is (divisionwide/schoolwide) in scope, you are given (number of months) to implement your research. Thereafter, the SDRC will evaluate your completed research. Said evaluation is a prerequisite to the issuance of the research certificate of completion.

Further, your research adviser (name), (position), will assist you throughout the conduct of your research.

For clarifications and any concerns, you may refer to the Planning and Research Office of the schools division.

We look forward to the successful implementation of your research. Thank you!

Very truly yours,

Assistant Schools Division Superintendent
Chair, Schools Division Research Committee

Approved:

Schools Division Superintendent