



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JUL 19 2023

DIVISION MEMORANDUM

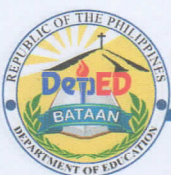
No. 243, s. 2023

SUBMISSION OF HARD COPIES OF THESIS AND DISSERTATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
LRMDS Coordinators
All Others Concerned

1. As part of our commitment to maintaining comprehensive and accessible Professional Development Materials (PDMs) within our Division, it is imperative to compile and preserve the academic achievements of our esteemed employees.
2. In light of this, it is hereby mandated that all DepEd Bataan employees who have successfully obtained their Master's and Doctoral degrees submit a hard copy of their theses and dissertations to the LRMDS Office. This initiative aims to facilitate knowledge sharing, research collaboration, and the establishment of a valuable repository of educational resources for our Schools Division Office.
3. Please adhere to the following instructions for the submission process:
 - a. **Deadline:** As soon as the employee has obtained approval from their respective colleges/universities to submit a hardcopy of the thesis and dissertation to the SDO-Bataan LRMDS, allowing ample time for the collection and cataloging of the documents.
 - b. **Format:** Ensure that it is securely bound and includes a title page, table of contents, and all relevant chapters and appendices.
 - c. **Document Details:** Indicate the following information on the cover page of your submission:

Title of the thesis/dissertation
Author's full name
Degree earned
Year of completion
Academic institution



"We Mould Heroes"





Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

- JUL 13 2023
1. **CONFIDENTIALITY:** Rest assured that all submissions will be handled with the utmost confidentiality. The LRMS Office will manage the documents carefully, ensuring they are used exclusively for academic and professional purposes.
2. **SUBMISSION METHOD:** Please submit the hardcopy of the thesis or dissertation to the LRMS Office. Ensure that the submission is properly labeled with the author's name and designation.
3. **RETURN OF DOCUMENTS:** If you would like your submitted document be withdrawn, kindly provide a written request to the LRMS Office specifying the valid reason/s.
4. By sharing the valuable research outputs, all concerned master's and doctoral degree holders can cultivate a culture of academic excellence and inspire future endeavors within the DepEd Bataan community.
5. Immediate dissemination of and compliance with this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO VI
Schools Division Superintendent

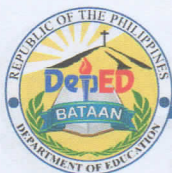
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

FOR THE SCHOOLS DIVISION SUPERINTENDENT


MILAGROS M. PEÑAFLOR, Ph.D.
Chief Education Supervisor-CID

DISSERTATION	SUBMISSIONS
EMPLOYEES	TEACHERS
LRMS	THESIS

CI5/CI30 



"We Mould Heroes"

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102
Email Address: bataan@deped.gov.ph | Website: www.depedbataan.com | Facebook Page: www.facebook.com/DepEdBataan



CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2301100