



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

SEP 30 2025

DIVISION MEMORANDUM

No. 429, s. 2025

**SUBMISSION FORMAT OF FINAL COPIES OF ACTION RESEARCHES,
INNOVATIONS, APPLICATION OF LEARNING AND DEVELOPMENT, AND
OTHER RELATED PROFESSIONAL DEVELOPMENT MATERIALS
TO THE DIVISION OFFICE LIBRARY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Principals
All Others Concerned



1. In support of the Division Library's commitment to strengthen the collection, organization, and preservation of professional development materials, all teaching and non-teaching personnel of the Schools Division of Bataan are hereby reminded that the final copies of their Action Researches, Innovations, Application of Learning and Development (ALD) projects, and other related professional development outputs shall be submitted only in **hardbound or softbound format**.
2. **Submissions in ring bind form shall not be accepted nor credited as approved final copies.** All such submissions will be returned to the proponent for compliance.
3. Only those that are hardbound or properly book-bound will be considered official final copies, ensuring their durability, professional presentation, and longer shelf life when stored in the Division Office Library.
4. These academic outputs shall form part of the Division Office Library's permanent collection, serving as valuable references for present and future personnel in the conduct of academic research, project development, and policy formulation.
5. District Supervisors and School Heads are hereby directed to ensure the full compliance of all qualified personnel in their respective districts and schools with this directive.



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6. The submitted works shall be duly documented and catalogued by the Division Librarian to ensure systematic storage, proper organization, and easy accessibility for professional and academic use.
7. To maintain uniformity and proper organization, the color coding of each type of professional development material (e.g., Action Research, Innovations, Application of L and D, and others) shall be determined and coursed through the SGOD for proper guidance and compliance by all proponents.
8. Immediate and wide dissemination of this Memorandum is directed.


CAROLINA S. VIOLETA, EdD, CESO V

 Schools Division Superintendent 

Encl: As stated

To be indicated in the Perpetual Index

under the following subjects:

Division Office Library – LRMDs

Professional Development Materials

Submission Compliance

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