



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

SEP 30 2025

DIVISION MEMORANDUM
No. 430, s. 2025

**SUBMISSION OF ONE (1) COPY OF THESIS AND DISSERTATION OF
TEACHING AND NON-TEACHING PERSONNEL OF SDO-BATAAN
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's thrust to strengthen a culture of research, innovation, and knowledge sharing, all teaching and non-teaching personnel of the Schools Division of Bataan who have successfully completed a graduate thesis or doctoral dissertation are hereby required to submit one (1) hardbound copy of their work to the Schools Division Office (SDO) – Bataan Library.
2. These academic outputs shall form part of the Division Office Library's permanent collection of local research works, which will serve as valuable references for current and future personnel engaged in academic research, project development, and policy formulation.
3. District Supervisors and School Heads are directed to ensure compliance with this directive by all qualified personnel in their respective districts and schools.
4. The submitted works shall be properly documented and catalogued by the Division Librarian to guarantee systematic storage, organization, and accessibility for professional and academic use.
5. All submissions shall be coursed through the Records Section of SDO-Bataan and shall thereafter be endorsed to the Division Office Library located at the LRMDs Office, 3rd Floor of SDO-Bataan Building.



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

6. Each personnel who submits their work shall be awarded a Certificate of Commendation in recognition of their valuable contribution to the Division's growing repository of Professional Development Materials.
7. Immediate and wide dissemination of this Memorandum is hereby 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
Research and Development
Submission Compliance
Teaching and Non-Teaching Personnel
Thesis and Dissertation

CI5/