



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

January 7, 2026

DIVISION MEMORANDUM
PRS-2026- 007

**ADOPTION AND UTILIZATION OF THE PERMIT TO CONDUCT STUDY
AND DATA REQUEST DASHBOARDS**

To : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public School District Supervisors
Public and Private School Heads
Unit/Section Heads
All Others Concerned

1. In line with the Department of Education's thrust to streamline processes and enhance service delivery, this Office informs the field of the adoption and utilization of the Permit to Conduct Study and Data Request Dashboards developed by the Planning and Research Section (PRS).
2. Accordingly, all requests for permit to conduct studies and requests for educational data, whether from internal or external stakeholders, shall be submitted, processed, and monitored exclusively through the designated dashboards.
3. All concerned are enjoined to refer to the pertinent information below:

Link	Required Documents for Submission
e-PERMIT - PERMIT TO CONDUCT STUDY MONITORING SYSTEM	
bit.ly/PRSPermit	<ol style="list-style-type: none">1. Letter of Request addressed to the Regional Director or Approval Letter from the Regional Office2. Letter of Request addressed to the Schools Division Superintendent (SDS)3. Approval Letter from the Graduate School / Institution's Research Committee4. Manuscript or Thesis Proposal with Questionnaire
DATA REQUEST MANAGEMENT DASHBOARD	
bit.ly/PRSDataRequest	<ol style="list-style-type: none">1. Letter addressed to the SDS (required for external stakeholders)2. Purpose of the data request3. Specific data requirements4. Required data disaggregation / breakdown5. Timeframe or School Year covered

4. For clarifications or concerns, please contact Galina V. Panela, Senior Education Program Specialist, Planning and Research Section, through galina.panela@deped.gov.ph.

5. Immediate dissemination of and compliance with this Memorandum are directed.


MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent

Enclosure: None

Reference: None

To be indicated in the Perpetual Index under the following subjects:

RESEARH PERMIT

DATA REQUESTS

DASHBOARD.

INNOVATION

SGOD-PRS-GVP

