



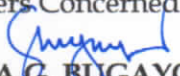

Republic of the Philippines  
**DepED**  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE  
Dagupan City



**RELEASED**  
DATE: 8/17  
BY: K

**DIVISION MEMORANDUM**  
NO. 150, s. 2017

TO: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors/Specialists  
Public Schools District Supervisors  
Elementary and Secondary Principals/School Heads  
Public Elementary and Secondary Teachers  
Research Coordinators  
Non-Teaching Personnel  
All Others Concerned

FROM:   
**LORNA G. BUGAYONG, CESO VI**  
Schools Division Superintendent 

DATE: August 3, 2017

SUBJECT: Establishment of Dissertation and Masters' Thesis Section in the Division Library

1. The Schools Division Office (SDO) of Dagupan City through the Curriculum Implementation Division (CID) is currently setting up a Division Library. The library has already acquired three (3) theses and five (5) action researches as part of its initial collection.
2. The Division Library is putting up Dissertation and Masters' Thesis Section as part of its library collections. These unpublished library materials will surely support the continuing professional needs of teaching, non-teaching personnel, researchers, and other professionals due to its informational and research value.
3. Every researcher or scholar whether internally (*SDO Teaching or non-teaching personnel*) or externally (*Outside Divisions/agencies*) may submit his/her thesis or dissertation. At least **one (1) hardbound copy** of the said unpublished materials to the Division Office through the Division Librarian, Mr. Jan Vincent D. Galvez in the Division Library located at the Division Training Center.
4. Donors/ Authors of the said resources will be included in the master list (*Accession Record*) forwarded to the Schools Division Superintendent. A copy of the same shall be furnished to the Division Property Custodian/Supply Officer II for records keeping.
5. Reproduction of the thesis or dissertation shall not be allowed as per copyright/Patent Laws.
6. Immediate and wide dissemination of the contents of this memorandum is desired.