**Research Format Sample**

Department of Education

[Date: DD/MM/YY]

**Adoption of The Basic Education Research Agenda (Subject)**

[To Names and Departments of the Addressees]

(1) The Department of Education selects the elementary education analysis schedule which is included and provides direction to the department and its stakeholders in the conduct of education research and the utilization of the results of the research to inform the departments planning, program and policy development aligned with its core values, mission, and vision.

(2) The research agenda will be building on gains from research which exists, generate fresh knowledge on prioritized research areas and focus the attention of the department on relevant issues related to education to maximize resources which are available for ongoing research from within and beyond the department.

(3) All orders of the department other than related issues, rules and regulations or provisions that are inconsistent with this policy are at this moment repealed, modified or rescinded with immediate effect.

(4) Strict compliance of disorder and immediate decimation is directed.

[Signature of the authorized signatory]

[name of the authorized signatory].