



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

April 11, 2023

**DIVISION MEMORANDUM**

SGOD-2023-120

**RECONSTITUTED MEMBERS OF THE SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC), DIVISION ETHICS REVIEW COMMITTEE (DERC), DIVISION EDUCATION RESEARCH EVALUATION GROUP (DEREG), DIVISION RESEARCH TECHNICAL WORKING GROUP (DRTWG), DIVISION FOCAL FOR RESEARCH PRODUCTION AND MANAGEMENT, AND PROCESS FLOW ON THE CONDUCT OF DEPED SANCTIONED BASIC/ACTION RESEARCH**

To : Assistant Schools Division Superintendent  
Chiefs of CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Senior Education Program Specialists  
School Heads and Teachers of Public Elementary and Secondary Schools  
Division Non-Teaching Personnel  
All others concerned

1. Pursuant to the implementation of DO. No. 16, s. 2017 – Research Management Guidelines, the following are hereby designated as the new members of the Schools Division Research Committee (SDRC):

Chair: BASILIO P. MANA-AY JR., EdD – Asst. Schools Division Superintendent

Co-Chair: BEVERLY S. DAUGDAUG, EdD - Chief, CID  
SOLLIE B. OLIVER – Chief, SGOD

Members: JEM BOY B. CABRELLA – EPS, Mathematics  
MISHEL C. CADUNGOG – EPS, LRMDs  
TITO M. ENDRINA – EPS, English  
LUZMINDA B. JASMIN – EPS, Science  
CLARENCE S. PILLERIN – PSDS, Secondary Schools  
GERVASIO R. SALINAS, JR. – EPS, Araling Panlipunan  
NORELIZA A. MISAL - Accountant III  
MARJUN B. REBOSQUILLO - SEPS, Research  
*By invitation: Focal person of concerned division/learning area/section/program*

Secretariat: RONALD B. DEDACE - SEPS, Human Resource Development  
ELESER D. MATEO - SEPS, School Management Monitoring & Evaluation  
PETER-JASON C. SENARILLOS - SEPS, Social Mobilization and Networking  
Division Education Research Evaluation Group (DEREG)  
Division Research Technical Working Group (DRTWG)

Adviser: MELANIE P. ESTACIO – OIC-Schools Division Superintendent

2. The Committee shall serve as evaluators of research proposals for the Basic Education Research Fund (BERF), before its submission to the



**Address:** Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
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Regional Research Committee (RRC) and ensuring its completeness and alignment with the Research Agenda of the Department as stipulated in DO. No. 39, s. 2016 - *Adoption of the Basic Education Research Agenda.*

3. To facilitate the evaluation and recommendation of research proposals, the following are hereby designated as members of the Division Education Research Evaluation Group (DEREG) and Division Research Technical Working Group (DRTWG) as alternates of the SDRC members.

**Division Education Research Evaluation Group (DEREG)**

<b>Name</b>	<b>Position/Designation</b>	<b>Station</b>
EMILY V. IGCALINOS	Teacher III	RMCES
LEILANI T. SEÑIRES	Master Teacher II	SHS in Digos City
MOISES R. PERRAL	Master Teacher II	SHS in Digos City
MIZRAIM P. REBUTA	Teacher III	Pedro V. Basalan ES
MARIA REGINA E. ROBANTE	Teacher III	Aplaya ES
KREMIA KATRINA C. THIAM	Teacher III	DICNHS

**Division Research Technical Working Group (DRTWG)**

<b>Name</b>	<b>Position/Designation</b>	<b>Station</b>
JOCOH P. ROMERO	Master Teacher I	Rizal CES
SHEENA MAE N. ROXAS	Special Science Teacher I	SHS in Digos City
JAZEL SALIGAN	Teacher III	Balabag NHS
THONVER R. SAMPAGA	Special Science Teacher I	Kapatagan SHS
VERONICA M. SASI	Teacher III	Pedro V. Basalan ES
NORMA S. BARON	Master Teacher I	San Miguel ES
MICHAEL E. COMETA	Master Teacher I	Necencio A. Isidro ES
EDUARDO PALLER JR.	Principal I	Matti ES
JHOBELLE P. RACHO	Teacher III	DICNHS
REANN S. ENCARNACION	Teacher III	Balabag ES
ROBIN CHARLES RAMOS	Teacher II	SHS in Digos City
VERONICA T. DELIMA	Master Teacher II	DICNHS
RALPH D. LIM	Teacher I	DICNHS
MARA SUPERIORIDAD	Teacher III	PVBES
IRENE T. CABABAT	Teacher III	RMCES
JOSELITO L. LIM	Teacher III	ALS

4. The Division Education Research Evaluation Group (DEREG) with the Division Research Technical Working Group (DRTWG) shall assist the SDRC in: (a) organizing, coordinating, and documenting meetings; (b) doing an initial screening of submitted proposals; (c) recommending proposals for compliance with submission guidelines; (d) coordinating with academic and research institutions, government agencies, and other DepEd offices in the conduct of research; (e) providing technical assistance to researchers on the conduct of their studies through meetings, training, and workshops; (f) conducting periodic monitoring on research initiatives; (g)



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preparing a periodic report on accomplishments related to division research initiatives; (h) and preparing complete staff work in support of the SDRC functions.

5. In adherence to contemporary research ethics, a Division Ethics Review Committee (DERC) is hereby created to ensure the protection of human participants in studies with sensitive topics through the principles of respect for persons, beneficence, and justice. The following are designated/requested as members of the DERC:

Chair: BASILIO P. MANA-AYJR, EdD – Asst. Schools  
Division Superintendent  
Co-Chair: ATTY. CLARISE JOY A. LLABAN - Division Legal Officer  
Members: RONILYN P. NIEVES – EPS for Values Education,  
Division GAD Focal Person

*By invitation: Focal person of concerned division/ learning  
area/ section/ program*

BAI TITA M. FAMOSO - CAB

Chairperson

NORELIZA C. MISAL - NEU

Representative

ALDIN BARSALOTE - PESPA

Representative

Division Federated Supreme Pupil Government

Representative

Division Federated Supreme Student Government

Representative

Secretariat: MARJUN B. REBOSQUILLO – SEPS, Research  
RONALD B. DEDACE - SEPS, Human Resource  
Development

ELESER D. MATEO, SEPS, School Management  
Monitoring and Evaluation

PETER-JASON C. SENARILLOS - SEPS, Social  
Mobilization and Networking

Division Education Research Evaluation Group  
(DEREG) Division Research Technical Working Group  
(DRTWG)

6. In compliance with the memorandum on DepEd Office Functions and Job Descriptions issued through an unnumbered memorandum dated January 25, 2018, from the office of Usec. Jesus Lorenzo R. Mateo, the following personnel are hereby designated as the Division Research Focal Person for Production and Management:

<b>Name</b>	<b>Research Designation</b>	<b>Position</b>
MARJUN B. REBOSQUILLO	Division Focal for Research Management	SEPS for Research
TITO M. ENDRINA	Division Focal for Research Production	EPS for English
LUZMINDA B. JASMIN	Alternate Division Focal for Research Production	EPS for Science



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JEM BOY B.  
CABRELLA

Alternate Division  
Focal for Research  
Production

EPS for  
Mathematics

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7. Moreover, all research enthusiasts from public schools and offices shall need to follow the guideline through this **Process Flow and Flowchart**:

**Process Flow on the Conduct of DepEd Sanctioned Basic/ Action Research  
(Division-based / School-based/ Classroom-based)  
DepEd Digos City Division**

- a) The researcher/s will submit his/her Action Research Proposal through this link: <https://bit.ly/3ttxZF9> , using the format (E-Saliksik) that can be accessed through this link: <https://bit.ly/3IX46FN> .
- b) Upon receiving and reviewing the completeness and accuracy of the item-attachments for Action Research Proposal in the portal, the researcher will be provided with a Permit to Conduct Research from the office of Planning and Research.
- c) Next, the researcher/s will be communicated and notified through a memorandum that he/she will be assigned to a supervisor/ program holder or unit head to provide her/him with technical assistance and assessments using the given assessment tool that can be accessed through this link: <https://bit.ly/3IX46FN> .
- d) During the conduct of the Basic/Action Research, the researcher/s (Mentee) and assigned supervisor (Mentor) will actively coordinate in the improvement and completion of the study.
- e) After completing the action research, the assigned supervisor (Mentor) will notify his/her assigned researchers (Mentee) that his/ her manuscript is already set for finalization. By that time, the researcher/s will coordinate to the Division Research Focal Person/ RIPE Coordinator, for final assessment and approval.
- f) At this stage, the Division Research Production Focal will provide final comments and suggestions to the work of the researcher/s. Also, the focal will administer plagiarism check assessment if the study would be able to pass the 5% threshold. Upon complying with all the necessary inputs, and integrating it to the final manuscript, a Debrief Certificate will be given to the researchers by the Division Research Focal.
- g) After which, the researcher/s will submit a hardbound copy of their final manuscript together with the Debrief Certificate to the Planning and Research Office.
- h) Lastly, the researcher will implement his/her plans for dissemination and utilization of their study through Research Forum, LAC Session or Research Journal. By then, the Planning and Research Office will award the Certificate of Acceptance.

For inquiries, please contact the SEPS for Planning and Research at this Email Address, [prme.digoscity@deped.gov.ph](mailto:prme.digoscity@deped.gov.ph) and [marjun.rebosquillo@deped.gov.ph](mailto:marjun.rebosquillo@deped.gov.ph) .



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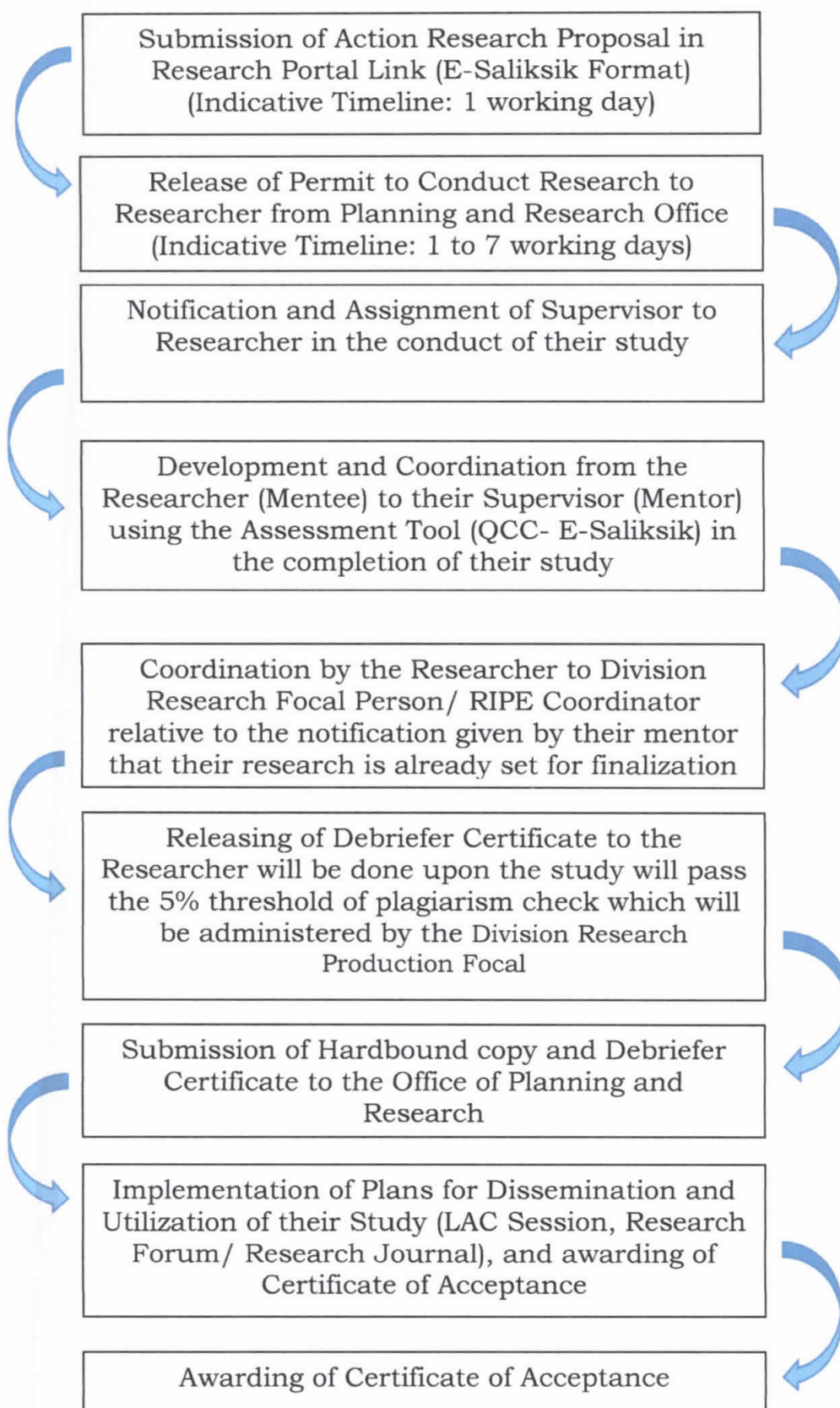
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**Flowchart on the Conduct of DepEd Sanctioned Basic / Action Research  
(Division-based / School-based / Classroom-based)**

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8. Consequently, all interested public school personnel who would like to participate and submit research proposals shall comply with the policy on "No Disruption of Classes" per DepEd Order No. 9, s. 2005 entitled: "Institutionalizing Measures to Increase Engaged Time-on-task and ensuring Compliance Therewith", and no government funds shall be incurred.
9. All issuances inconsistent with this memorandum are hereby repealed, rescinded, or modified accordingly.
10. For your information and compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO**

Officer-In-Charge

Office of the Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
23-100450  
DATE: APR 13 2023 TIME: 4:37am

BY: *[Signature]*

Enclosed: As stated.

Reference: DepEd Order No. 16, s.2017

PRME/mbr



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REPUBLIC OF THE PHILIPPINES  
**Department of Education**


DepEd ORDER  
 No. **16**, s. 2017

20 MAR 2017

**RESEARCH MANAGEMENT GUIDELINES**

To: Undersecretaries  
 Assistant Secretaries  
 Bureau and Service Directors  
 Regional Directors  
 Schools Division Superintendents  
 Public and Private Elementary and Secondary Schools Heads  
 All Others Concerned

1. In support of the Department's policy development process, research agenda, and policy and program development and implementation, the Department of Education (DepEd) continues to promote and strengthen the culture of research in basic education. DepEd hereby establishes the **Research Management Guidelines (RMG)** to provide guidance in managing research initiatives in the national, regional, schools division, and school levels. The enclosed policy also improves support mechanisms for research such as funding, partnerships, and capacity building.
2. This policy which is built on the gains in evidence-based decision-making from various education reforms or initiatives shall strengthen the culture of research in the Department. In addition, it improves the fund-sourcing mechanisms, and reinforces the link of research to education processes through research dissemination, utilization, and advocacy.
3. This issuance repeals DepEd Order (DO) No. 43, s. 2015 and DO 4, s. 2016 and other issuances, rules and regulations, and provisions which are inconsistent with this policy. These provisions shall be rescinded or modified accordingly.
4. Immediate dissemination of and strict compliance with this Order is directed.

  
**ATTY. ALBERTO T. MUVOT**  
 Undersecretary  
 Officer-in-Charge

Encl.:  
 As stated

References:  
 DepEd Order: Nos. 43, s.2015; and 4, s. 2016

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

BASIC EDUCATION	POLICY
BUREAUS AND OFFICES	RESEARCH
FUNDS	SCHOOLS
PARTNERSHIPS	





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Researcher

Maam/Sir:

Please follow this Process Flow and prepare the needed attachments for the completion of submission of your Research Proposal:

A. All research enthusiasts both from public and private institutions shall need to access first the link for Research Proposal Submission: <https://bit.ly/3ttxZF9>, as part in completing the request of permit to conduct research.

B. Moreover, all interested public school personnel who would like to participate and submit research proposals shall comply with the policy on “No Disruption of Classes” per DepEd Order No. 9, s. 2005 entitled: “Institutionalizing Measures to Increase Engaged Time-on-task and ensuring Compliance Therewith”, and no government funds shall be incurred.

C. Completion of the Online Link, <https://bit.ly/3ttxZF9> with the needed attachments:

Documentary Requirements to be attached in the Link

1. Letter request signed by the researcher and their direct supervisor or thesis adviser, addressed to:

MELANIE P. ESTACIO  
Officer-In-Charge  
Office of the Schools Division Superintendent

Include the following details in the letter:

- a. Title of research
  - b. Academic institution and/or current station
  - c. Mobile number of the lead researcher
  - d. Email address of the lead researcher
  - e. Signature of direct supervisor for teacher researchers  
and course instructor/thesis adviser for  
undergraduate/graduate student researchers
2. Research proposal including research introduction, objectives, methods, research timeline, and data collection tool (eg. interview guide question, survey questionnaire)
3. Required for researchers doing an undergraduate/graduate/institutional research
- 3.1. Letter of endorsement from the College Dean/Program Head
  - 3.2. Letter of endorsement from DepEd Regional Office (for research studies with a regional scope)
  - 3.3. Copy of Permit to Study (required for researchers from SDO of Digos City)

D. Moreover, hardcopies of the needed documents shall be submitted in the Records Section of the Division which will be channeled to Planning and Research Office for reference and archival purposes.

1. Letter request signed by the researcher and research adviser/direct supervisor
2. Letter of endorsement from the College Dean/Program Head (for undergraduate/graduate studies)
3. Letter of endorsement from DepEd Regional Office (for doctoral research or research with regional scope)
4. Copy of Permit to Study (required for researchers from the Schools Division of Digos City)

E. For inquiries, please contact or email at [marjun.rebosquillo@deped.gov.ph](mailto:marjun.rebosquillo@deped.gov.ph). Thank you!



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