



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

February 27, 2024

DIVISION MEMORANDUM

No. 017, s. 2023

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

- 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: MARIA GENEVIEVE T. FRANCISQUETE, CESO VI- Asst. Schools Division Superintendent

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

Members: TITO M. ENDRINA – EPS, English
 JEM BOY B. CABRELLA – EPS, Mathematics
 GERVASIO R. SALINAS, JR. – PSDS/ ALS Focal
 LUZMINDA B. JASMIN – EPS, Science
 CLARENCE S. PILLERIN – PSDS, Digos Occidental District
 ELESER D. MATEO – PSDS, Mt. Apo District
 LEILANI T. SEÑIRES- EPS, AP
 MARJUN B. REBOSQUILLO - SEPS, Research
By invitation: Focal person of concerned division/ learning area/ section/ program

Secretariat: RONALD B. DEDACE - SEPS, Human Resource Development
 REYZEN O. MONSERATE – EPS-II, Social Mobilization and Networking
 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, PhD, CESO VI - OIC-Schools Division Superintendent



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

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

| Name | Position/Designation | Station |
|-------------------------|----------------------|------------|
| KREMIA KATRINA C. THIAM | Teacher III | DiCNHS |
| MIZRAIM MAY P. REBUTA | Teacher III | PVBES |
| MOISES R. PERRAL | MT II | SHS in DC |
| JHOBELLE P. RACHO | Teacher III | DICNHS |
| MARIA REGINA E. ROBANTE | Teacher III | Aplaya ES |
| VERONICA T. DELIMA | MT II | DICNHS |
| BRYNEL S. ESPINA | Teacher I | DMMES |
| JENEVE NIEVES | MT II | DICNHS |
| JOSEPHINE P. DELIMA | Teacher III | SMES |
| JEAN W. HERNAN | MT II | DICNHS |
| WELLISA P. MILCA | MT I | DICNHS |
| JOHN P. MILLAN | MT II | DICNHS |
| CHERRY LYNE V. GONZAGA | EPS II | CID-ALS |
| GEOFFREY ANDRADE | Teacher III | PGES |
| JAINAL A. ISMAEL | Teacher III | Badiang ES |

Division Research Technical Working Group (DRTWG)

| Name | Position/Designation | Station |
|-------------------------|---------------------------|---------------------|
| JAZEL SALIGAN | Teacher III | Balabag NHS |
| THONVER R. SAMPAGA | Special Science Teacher I | Kapatagan SHS |
| VERONICA M. SASI | Teacher III | Pedro V. Basalan ES |
| EDUARDO PALLER JR. | Principal I | Matti ES |
| REANN S. ENCARNACION | Teacher III | Balabag ES |
| ROBIN CHARLES RAMOS | Teacher II | SHS in Digos City |
| RALPH D. LIM | Teacher I | DICNHS |
| MARA SUPERIORIDAD | Teacher III | PVBES |
| IRENE T. CABABAT | Teacher III | RMCES |
| JOSELITO L. LIM | Teacher III | ALS |
| FERLYN TUBICE | MT-II | GRES |
| MARK CASTAÑARES | AO-II | SDO-Digos City |

- 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



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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) 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: MARIA GENEVIEVE T. FRANCISQUETE, CESO VI -
 Assistant 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
- REYZEN O. MONSERATE, EPS-II, Social Mobilization
 and Networking
- 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:

| Name | Research Designation | Position |
|-----------------------|--|-------------------|
| MARJUN B. REBOSQUILLO | Division Focal for Research Management | SEPS for Research |





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| | | |
|---------------------|--|---------------------|
| TITO M. ENDRINA | Division Focal for Research Production | EPS for English |
| LUZMINDA B. JASMIN | Alternate Division Focal for Research Production | EPS for Science |
| JEM BOY B. CABRELLA | Alternate Division Focal for Research Production | EPS for Mathematics |

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/Basic Research Proposal through this link: <http://tinyurl.com/DigosCity-ResearchProposal>, 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/Basic 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/basic 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 and marjun.rebosquillo@deped.gov.ph.



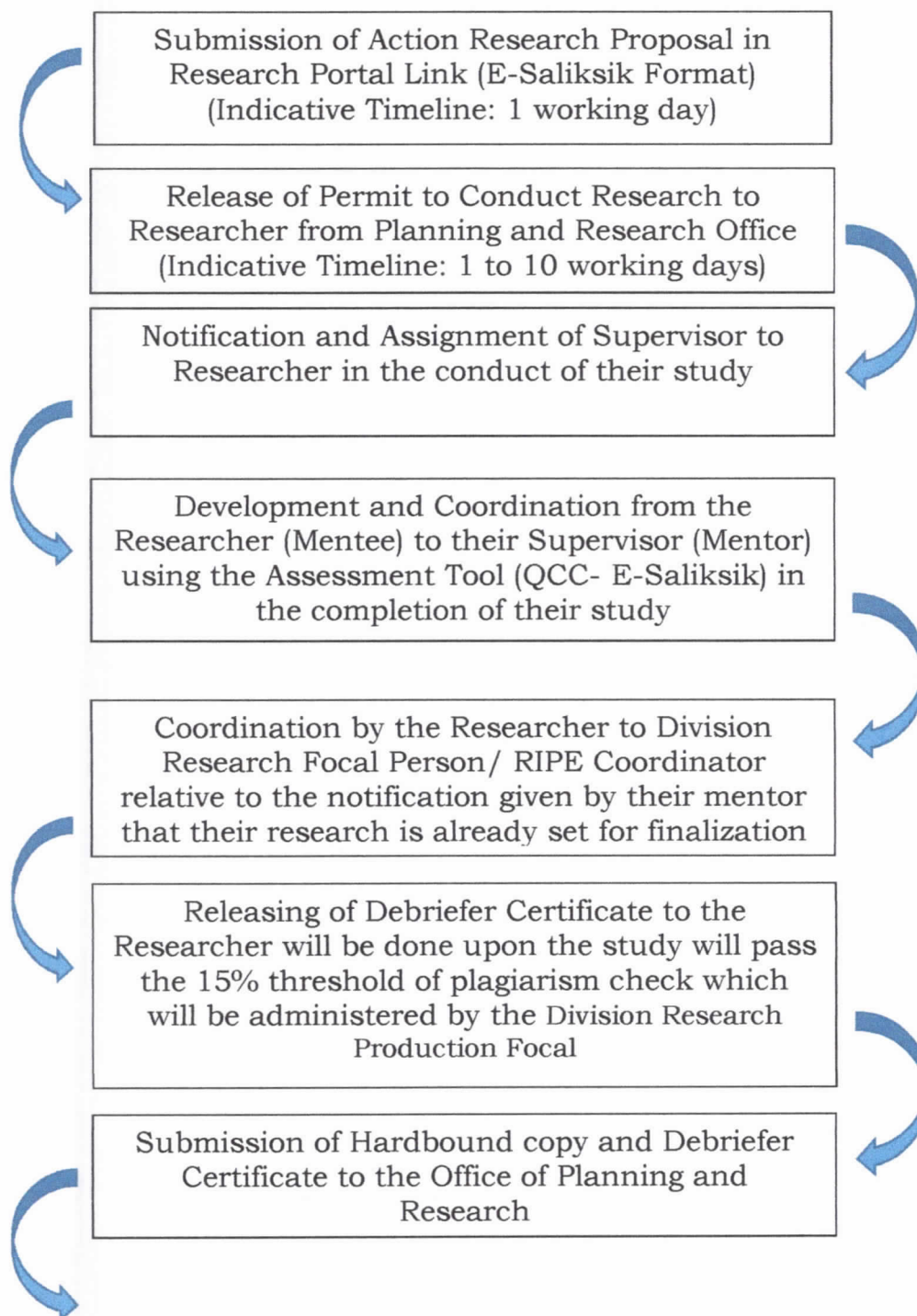
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**Flowchart on the Conduct of DepEd Sanctioned Basic/ Action Research
(Division-based / School-based/ Classroom-based)
DepEd Digos City Division**



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Implementation of Plans for Dissemination and Utilization of their Study (LAC Session, Research Forum/ Research Journal), and awarding of Certificate of Acceptance

Awarding of Certificate of Acceptance



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, PhD, CESO VI
OIC- Schools Division Superintendent

2/27/24

Schools Division of Digos City
RECORDS SECTION
RELEASED
24-117848
DATE: FEB 28 2024 TIME: 1:00 PM
BY: *[Signature]*

Enclosed: As stated.

Reference: DepEd Order No. 16, s.2017

PRME/mbr





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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 | |

MCDJ/ R DO Research Management Guidelines
 0272 / March 14, 16, 20 2017



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