



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent
DIVISION MEMORANDUM

SGOD-2024-429

To : Marjun B. Rebosquillo, SEPS- Planning and Research
 Eleser D. Mateo, PSDS
 Selected School Heads and Teachers of Public Elementary
 and Secondary Schools
 All others concerned

Subject : UPSKILLING OF TEACHER-RESEARCHERS IN THE DEVELOPMENT
 OF ACTION RESEARCH

Date : July 23, 2024

In reference to the attached, Division Memorandum No.005, S. 2024, re: "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", this Office directs the selected DEREG Members (Division Education Research Evaluators Group) and researchers as listed in Annex A- Participants, to attend the activity on August 23-24, and September 11 & 14, 2024, 8:00 PM to 5:00 PM at Digos City Division Conference room.

This activity is approved with 10.00 CPD units through PRC Accreditation No. PTR-2024-488-4625. The activity aims to 1) develop a Classroom-based Action Research Proposal based on their identified problems, 2) conduct coaching and mentoring in developing Classroom-based Action Research, and 3) evaluate classroom-based action research based on the QCC E-Saliksik Tool.

In support to paragraph 1.4.11 of DepEd Order No. 53, s. 2023 or known as Updated Guidelines on Grant of Vacation Service Credits and Compensatory Overtime Credits (COC), a 1-day service credit shall be granted to each participant whose activity falls on a Saturday, Sunday, Holiday, or scheduled day off.

School Heads of the selected teachers shall ensure that all classes will be taken care of in adherence to Regional Memorandum No. 12, s.2023 entitled: "Regional Policy Guidelines in the Substitution of Classes and Grant of Service Credits". Travel and other incidental expenses shall be charged against local funds subject to the existing accounting and auditing rules and regulations.

For information, guidance, and compliance.

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED

Enclosed: As stated.
 SGOD/PRY/mbr

BY:

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
 OIC- Schools Division Superintendent

7/23/24



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
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Republic of the Philippines
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Annex A: TWG, Resource Speakers & Panel, and Participants
I. Dereg Participants

Name	Position/Designation	Station
1. KREMIA KATRINA C. THIAM	Master Teacher I	DICNHS
2. MIZRAIM MAY P. REBUTA	Master Teacher I	PVBES
3. MOISES R. PERRAL	MT II	SHSDC
4. JHOBELLE P. RACHO	Teacher III	DICNHS
5. MARIA REGINA E. ROBANTE	Teacher III	Aplaya ES
6. VERONICA T. DELIMA	MT II	DICNHS
7. BRYNEL S. ESPINA	Teacher I	DMMES
8. JENEVE NIEVES	MT II	DICNHS
9. JOSEPHINE P. DELIMA	MT I	SMES
10. JEAN W. HERNAN	MT II	DICNHS
11. WELLISA P. MILCA	MT I	DICNHS
12. JOHN P. MILLAN	MT II	DICNHS
13. CHERRY LYNE V. GONZAGA	EPS II	CID-ALS
14. GEOFFREY ANDRADE	Teacher III	PGES
15. JAINAL A. ISMAEL	Teacher III	Badiang ES
16. REANN S. ENCARNACION	Teacher III	Balabag ES
17. EDUARDO PALLER JR.	Principal I	Rizal CES
18. JANICE ALQUIZAR	EPS-II	SGOD-HRD
19. MARK CASTAÑARES	AO-II	SDO-Digos City

II. Technical Working Group and QAME

1. AIRON M. ALEJANDRO, Planning Officer-III, SGOD
2. ROBIN CHARLES RAMOS, Teacher III-SHSDC
3. RALPH D. LIM, Teacher I- DICNHS
4. CECILE C. UY, EPS-II, SGOD
5. JANICE ALQUIZAR, EPS II- SGOD
6. JOSE ISRAEL MARAVILLES, PDO I-SGOD

III. Resource Speakers and Panel

1. JOMAR BOY A. CUYOS, EPS-II DepEd RO-XI PPRD
2. ELESER D. MATEO, PSDS- CID
3. MARJUN B. REBOSQUILLO, SEPS- SGOD
4. MA. REGINA E. ROBANTE, Dereg
5. KREMIA KATRINA C. THIAM, Dereg
6. MIZRAIM MAY, REBUTA, Dereg
7. BRYNEL S. ESPINA, Dereg



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IV. Selected Teachers and Personnel

Name	Position/Designation	Station
1. THONVER R. SAMPAGA	Special Science Teacher I	Kapatagan NHS
2. LLYL DAVE Z. GIMEDA	Teacher I	Kapatagan NHS
3. WINROSE JOY D. JAVELONA	Teacher I	Kapatagan NHS
4. JANET VILLAPAZ	Master Teacher I	R.Saplala ES
5. JASMIN EVE BUCOD	Teacher III	Colorado ES
6. JEANNETTE N. ARM	Teacher III	RMCES
7. LORELAI O. CASONETE	Teacher III	DMMES
8. FERLYN M. TUBICE	MT II	G.Reusora CES
9. LEAH MARIE C. PISCO	Teacher I	Apolandia ES
10. ELVY JEAN V. PHORI	Teacher III	Marawer ES
11. MARIA CAMELA GILLADO	MT II	DICNHS
12. MON BRIAN RODRIQUEZ	MT I	DICNHS
13. DONNA S. NERONA	Teacher III	DICNHS
14. ELLAINE JOY C. ANDRES	Teacher III	DICNHS
15. HAZEL P. FLORENTINO	Teacher III	DICNHS
16. MYRELL P. DUMIGSI	MT I	DICNHS
17. REGINA C. RAYMUNDO	Teacher III	DICNHS
18. BRANDON OCAMPO	Teacher III	DICNHS
19. MERIAN E. ESTRADA	Teacher III	DICNHS
20. IRENE T. CABABAT	Teacher III	RMCES
21. EARL D. ARES	Teacher I	DICNHS
22. JERNALYN CASTRO	MT III	DICNHS
23. ANGELYN GULTIANO	MT II	DICNHS
24. APRIL ROSE ALCALA	PDO I	SGOD-LFP
25. ROFELIA DEMESA	Guidance Councilor	CID
26. HAZEL ESCABILLAS	Nurse II	SGOD- HNU
27. MARY ANN PARAN	Teacher I	Federico Alferez ES
28. MARA F. SUPERIORIDAD	Teacher III	PVBES



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February 27, 2024

DIVISION MEMORANDUM No. 017, s. 2024

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: 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



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2. 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.*
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)

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

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



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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.



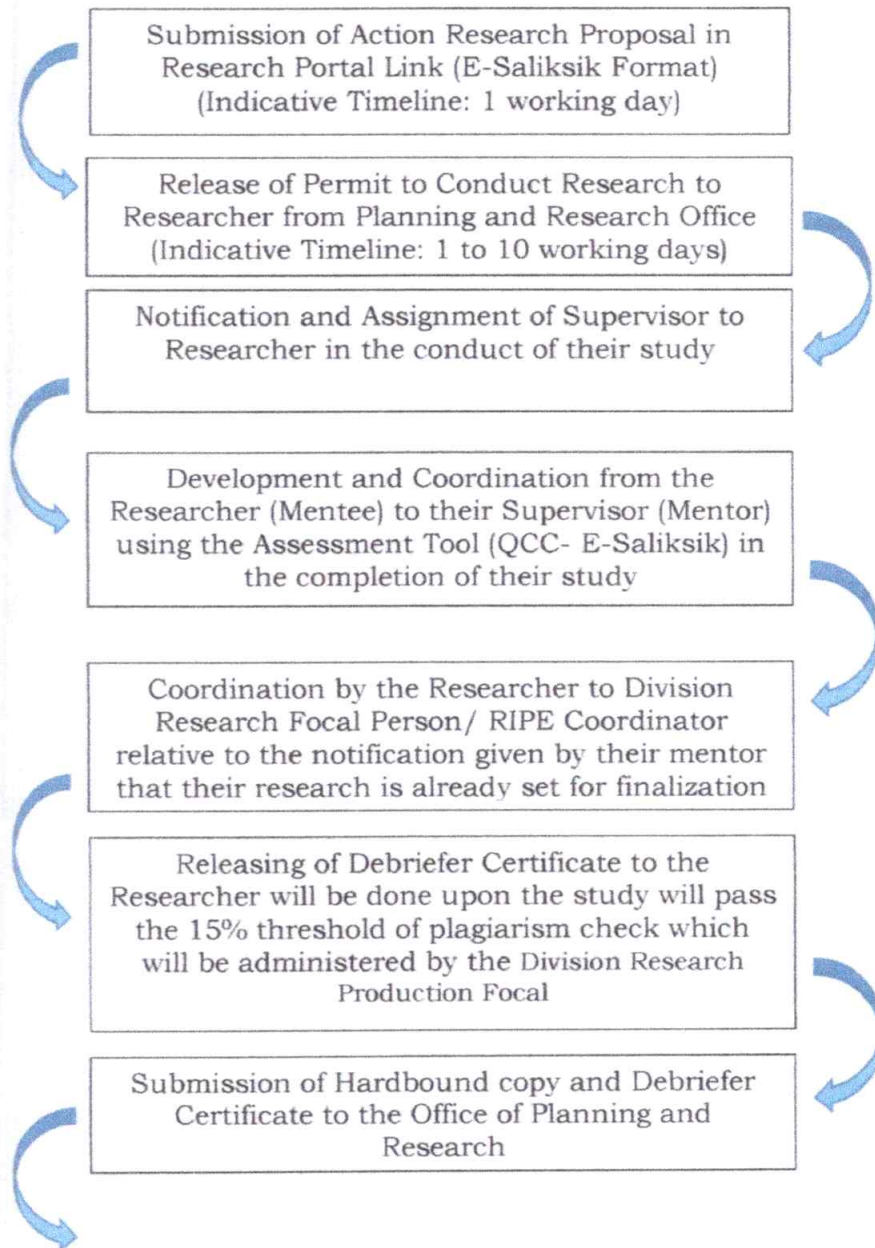
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**Flowchart on the Conduct of DepEd Sanctioned Basic/ Action Research
(Division-based / School-based/ Classroom-based)
DepEd Digos City Division**

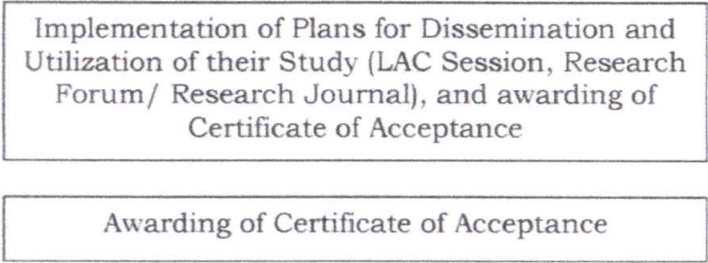


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8. Consequently, all interested public school personnel who would like to participate and submit research proposals shall comply with the policy on "No Disruption of Classes" per DepEd Order No. 9, s. 2005 entitled: "Institutionalizing Measures to 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

2/27/17

Schools Division of Digos CIt.
 24-117848
 DATE: FEB 27 2017 TIME: 1:00 PM
 BY: *[Signature]*

Enclosed: As stated.

Reference: DepEd Order No. 16, s.2017

PRME/mbr





Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

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. MUWOT
 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	

MCDW/ RDO Research Management Guidelines
 R724-March 14, 16, 2017

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