



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

**Office of the Schools Division Superintendent**  
**DIVISION MEMORANDUM**

SGOD-2024-465

To : CID and SGOD Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors  
 School Heads and Teachers of Public  
 Elementary and Secondary Schools  
 All Others Concerned

Subject : 2024 DIGOS CITY DIVISION RESEARCH FORUM WORKING  
 COMMITTEES

Date : August 7, 2024

In reference to the attached, Deped Order No. 16 s.2017, re: "Research Management Guidelines", this Office cognizes the crucial part of utilization and dissemination item of the division research findings. Thus, this office will be conducting the 2024 Digos City Division Research Forum Cum Launching of the Division Research Journal "**Kaplag**" on September 27, 2024.

In preparation for the event, working committees are hereby created (Annex 1), their schedules (Annex 2), and their tasks (Annex 3) defined. Since some of the schedules of meeting and preparation fall on weekends, committee members are entitled to Compensatory Overtime Credits or Vacation Service Credits for service rendered pursuant to DepEd Order 53, series of 2003, "Updated Guidelines on the Grant of Service Credits", and DepEd Order 5, s. 2024, "Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Workload".

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.

For and in the absence of the  
 Schools Division Superintendent

DepEd Schools Division of Digos City  
 RECORDS SECTION

**RELEASED**

DATE: AUG 08 2024 TIME: 2:45 PM  
 BY:

**MARIA GENEVIEVE T. FRANCISQUETE, CESO-VI**  
 Asst. Schools Division Superintendent  
 Officer-In-Charge

8/7/24

Enclosed: As stated.  
 SGOD/PR/mbr



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**Office of the Schools Division Superintendent**

Annex I

2024 DIGOS CITY DIVISION RESEARCH FORUM WORKING COMMITTEES

- I. Management Committee
  1. Melanie P. Estacio, PhD, CESO VI- OIC-Schools Division Superintendent
  2. Maria Genevieve T. Francisquette, CESO VI- ASDS
  3. Sollie B. Oliver, JD, MATE- Chief ES, SGOD
  4. Beverly S. Daugdaug, EdD- Chief ES, CID
  
- II. Food and Venue
  1. Ronald B. Dedace- SEPS- HRD
  2. Atty Rodel Pagayon- EPS
  3. Janice S. Alquizar- EPS II- HRD
  4. Bernadeth C. Pagayon- AO II
  5. Iname R. Romitman- MT I
  6. Denise Imare Casilac- T III
  7. John P. Millan, MT II
  8. Michael Timtim- MT I
  
- III. Program, Certificates and Awards
  1. Reyzen Monserate- SEPS- M&E
  2. Cherrie Anne B. Bohol- EPS
  3. Jay Mark Alocelja- T III
  4. Marlou Samontina- T III
  5. Ruben Evarretta- PDO II
  6. Ferdinand C. Magdadaro- AO II
  7. Diana Grade G. Velarde- AO II
  8. Janice S. Alquizar – EPS II- HRD
  
- IV. Linkages and Invitations
  1. Peter-Jason C. Senarillos- SEPS
  2. Marjun B. Rebosquillo- SEPS
  3. Airon M. Alejandro- PO III
  4. Ronald B. Dedace- SEPS
  
- V. Opening Salvo
  1. Angel Bisaga, Jr. – EPS
  2. Jestony Ampoon- T III
  3. Edmar Lloyd D Alimento, T III
  
- VI. Protocol Officers/Usherettes
  1. Gervasio R. Salinas Jr., PSDS
  2. Ronald B. Dedace- SEPS
  3. Bernadeth C. Pagayon- AO II
  4. Iname R. Romitman- MT I
  5. Denise Imare Casilac- T III
  6. Atty Rodel Pagayon- EPS



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- VII. Health, Safety and Security
1. Lyra O. Pilarte- Medical Officer III
  2. Jayzon Cardinez- PDO II
  3. Mellicent Durano- Nurse II
- VIII. Production (Journal, AVP, Posters and Presentations)
1. Jem Boy B. Cabrella, EPS
  2. Marjun B. Rebosquillo- SEPS
  3. Kremia Katrina C. Thiam- MT I
  4. Jhobelle Racho- T III
  5. Brynel S. Espina - T I
  6. Ma. Regina E. Robante- T III
  7. Mizraim May P. Rebuta- MT I
  8. Ferdinand C. Magdadaro- AO II
  9. Jay Mark Alocelja, T III
  10. Lee Wilson Precellas, T I
  11. Marlou Samontina, T I
  12. Jayffer Sartorio, T III
- IX. Rehearsal and Evaluation (Posters and Presentations)
1. Cherrie Anne B. Bohol- EPS
  2. Gervasio R. Salinas Jr- PSDS
  3. Eleser D. Mateo, PSDS
  4. Leilani T. Señeres, EPS
- X. Documentation, Technical, and Stage Direction/Flow
1. Le Leilani T. Señeres, EPS
  2. Jason Abellon, MT I
  3. Thonver Sampaga- SST III
  4. Rex C. Sayson, MT I
  5. Jay Mark Alocelja, T III
  6. Lee Wilson Precellas, T I
  7. Marlou Samontina, T I
  8. Jayffer Sartorio, T III
- XI. Secretariat and QAMF
1. Reyzen O. Monserate, SEPS- M&E
  2. Cecile C. Uy- EPS II
  3. Janice S. Alquizar – EPS II- HRD
  4. Robin Charles Ramos- T II



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Annex II

Schedules for the Preparation of the Conduct of “2024 DIGOS CITY DIVISION RESEARCH FORUM”

Date and Time	Activity	Persons Involved	Venue
August 16, 2024 (3-5 PM)	Committee Meeting	All Committee Members	Conference Room
August 8, 9, 10, 16, 23 & 24, and September 13, 2024	Production of Materials (Journal, Posters, AVPs and Presentations)	Production Team	Digos City Division Office
August 30, 2024 (3-5 PM)	Committee Meeting (Updates)	All Committee Members	Conference Room
September 13 & 19, 2024	Simulation and Assessment of Oral & Poster Presentations	Production, Presenters, Rehearsal and Evaluation Teams	Digos City Division
September 26, 2024	Technical Rehearsal	All Committee Members	Venue
September 27, 2024	2024 DIGOS CITY DIVISION RESEARCH FORUM		

Annex III

Terms of Reference of 2024 Digos City Division Research Forum Working Committees

Working Committee	Terms of Reference	Responsible Persons	Timeline
I. Linkages and Invitations	-Preparation of letters to panel, keynote speaker, invited guests and local officials	Peter-Jason C. Senarillos & Marjun B. Rebosquillo	August 8- September 27, 2024
II. Food, Venue and Materials	-Coordinate with suppliers and caterers  - Manage preparation of materials, food, venue (arrangement), and meal area	Ronald B. Dedace-SEPS & Atty Rodel Pagayon-	August 8- September 27, 2024
III. Program, Certificates and Awards	Reyzen Monserate-SEPS, Janice Alquizar & Jason Abellon	-Prepare program flow	August 8- September 27, 2024



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
 Telephone Nos.: (082) 553-8375; (082) 553-8396



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		<ul style="list-style-type: none"><li>-Manage Program Participants</li><li>-Provide cues to speakers, presenters, panel and guests</li><li>-Manage layout and preparation of program invitation</li></ul>	
IV. Opening Salvo	<ul style="list-style-type: none"><li>-Identify involved personnel</li><li>-Make the necessary preparation</li></ul>	Angel Bisaga, Jr. & Jestony Ampoon	August 8- September 27, 2024
V. Protocol Officers/ Usherettes	<ul style="list-style-type: none"><li>-Provide Guidance to guests to take them to the areas and their proper seating</li><li>-Ensure they are attended to and taken cared off</li><li>-Provide information and directions when needed</li></ul>	Iname R. Romitman & Bernadeth C. Pagayon	August 8- September 27, 2024
VI. Health, Safety and Security	<ul style="list-style-type: none"><li>-Serve as Nurses on Duty (NOD)</li></ul>	Lyra O. Pilarte & Jayzon Cardinez-	August 8- September 27, 2024
VII. Production	<ul style="list-style-type: none"><li>-Prepare and produce the necessary materials such as posters, presentations, AVPs and journal</li><li>-Provide information and support to the presenters in the development of their materials</li></ul>	Jem Boy B. Cabrella Kremia Katrina C. Thiam Jay Mark Alocelja	August 8- September 27, 2024
VIII. Rehearsal and Evaluation	<ul style="list-style-type: none"><li>-Provide inputs and directions to all presenters and researchers on the delivery of their presentations</li></ul>	Cherrie Anne B. Bohol & Gervasio R. Salinas, Jr.	August 8- September 27, 2024



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	<p>-Evaluate the presentation-outputs of the researchers</p>		
IX. Documentation	<p>-Capture photo and video footages to be used in infographics campaign and advocacy</p> <p>-Designs and layout posters, tarps, infomaterials for social media dissemination</p> <p>-Produce other materials as needed</p>	Leilani T. Señeres, EPS, Jay Mark Alocelja & Lee Wilson C. Precellas	August 8- September 27, 2024
X. QAME and Secretariat	<p>-Manage the attendance and compilation of documents needed for LGU and SDO</p> <p>-Conduct QAME of the implemented Programs, Speakers and etc.</p>	Cecile C. Uy, Janice Alquizar, Reyzen O. Monserate	August 8- September 27, 2024
XI. Management and Supervision	<p>-Oversees preparation, actual implementation, and post-activity tasks</p> <p>-Provide inputs, directions, and ensures full readiness</p> <p>-Approves and makes the final decision for implementation</p>	SDS, ASDS and Chiefs	August 8- September 27, 2024



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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	

MCDU/ R DO Research Management Guidelines  
 0772/March 14, 16, 30, 2017



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