



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024- 511

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 : 2025 DIGOS CITY DIVISION RESEARCH CONGRESS (EDUCATORS
AND LEARNERS EDITION) WORKING COMMITTEES AND TIMELINE

Date : August 18, 2025

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 2025 Digos City Division Research Congress (Educators and Learners Edition) on October 22-23, 2025.

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

Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: AUG 19 2025 TIME: 7:00pm

BY: 

Enclosed: As stated.
SGOD/PR/mbr

PETER-JASON C. SENARILLOS
SEPS-Social Mobilization and Networking
Officer-In-Charge 



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Republic of the Philippines
Department of Education
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Office of the Schools Division Superintendent

Annex I

2025 DIGOS CITY DIVISION RESEARCH CONGRESS 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. Elizabeth Quiñones, EPS-TLE
 3. Atty Rodel Pagayon- EPS
 4. Janice S. Alquizar- EPS II- HRD
 5. Bernadeth C. Pagayon- AO II
 6. Iname R. Romitman- MT I
 7. Denise Imare Casilac- T III
 8. John P. Millan, MT II
 9. Michael Timtim- MT I
 10. Hazel Anne Cahiles, Teacher III

- III. Program, Certificates and Awards
 1. Cherrie Anne B. Bohol- EPS
 2. Reyzen Monserate- SEPS- M&E
 3. Jay Mark Alocelja- MT-I
 4. Marlou Samontina- T III
 5. Ruben Evarretta- PDO II
 6. Ferdinand C. Magdadaro- PDO-I
 7. Diana Grade G. Velarde- PDO-I
 8. Janice S. Alquizar – EPS II- HRD
 9. Mark Castanares, AO-II
 10. Gabrielle Carvajal, COS-DRRM

- 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. Jason Abellon, MT-I- Aplaya ES
 2. Jeriel Caminade, MT-I- DAES

- VI. Protocol Officers/Usherettes
 1. Bernadeth C. Pagayon- AO II
 2. Iname R. Romitman- MT I



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3. Ronald B. Dedace- SEPS
4. Rachel Pugoy, Principal I
5. Denise Imare Casilac- T III
6. Hazel Anne Cahiles, Teacher III
7. Atty Rodel Pagayon- EPS

VII. Health, Safety and Security

1. Micah Fuentes- Medical Officer III
2. Jayzon Cardinez- PDO II
- Russel Kevin T. Maurin- Nurse II

VIII. Production (AVP, Posters and Presentations)

- | | |
|-----------------------------------|--|
| 1. Ivy F. Solano, EPS- Science | 17. Moises Perral, MT II- DCSHS |
| 2. Jem Boy B. Cabrella, EPS- Math | 18. Alma C. Alba- RNHS |
| 3. Beth Dedace, HT-III, DICNHS | 19. Giefren Love A. Añabeza- RNHS |
| 4. Moises Perral, MT II, DCSHS | 20. Lyl Dave Z. Gimeda- KNHS |
| 5. Thonver Sampaga, SST I-KNHS | 21. Diana Grade G. Velarde- PDO-I |
| 6. Kremia Katrina C. Thiam- MT I | 22. Denevieve Joy Gerona, Soong NHS |
| 7. Jhobelle Racho- MT I | 23. Philmark D. Pulido- Goma NHS |
| 8. Brynel S. Espina - T I | 24. Galileo Jr. B. Flores- Matti NHS |
| 9. Ma. Regina E. Robante- T III | 25. Kirt Allen G. Florida- Matti NHS |
| 10. Mizraim May P. Rebuta- MT I | 26. Jean W. Hernan, DICNHS |
| 11. Ferdinand C. Magdadaro- AO II | 27. April Alcala, PDO-I |
| 12. Ralph Lim, Teacher I, DICNHS | 28. Sherill C. Tago, Teacher III |
| 12. Jay Mark Alocelja, T III | 29. Wellisa Milca, MT II- DICNHS |
| 13. Lee Wilson Precellas, T I | 30. Iris Ubungen, MT I- DICNHS |
| 14. Marlou Samontina, T I | 31. Maria Carmela Gillado, MT III |
| 15. Jayffer Sartorio, T III | 32. Cherry Lyne V. Gonzaga, EPS II-ALS |

IX. Rehearsal and Evaluation (Posters and Presentations)

1. Ivy F. Solano, EPS- Science
2. Eleser D. Mateo, PSDS
3. Mark Castanares, AO II

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 QAME

1. Reyzen O. Monserate, SEPS- M&E
2. Cecile C. Uy- EPS II
3. Mark Castanares, AO II



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Annex II

Schedules for the Preparation of the Conduct of "2025 DIGOS CITY DIVISION RESEARCH CONGRESS"

Date and Time	Activity	Persons Involved	Venue
September 5, 2025 (1-5 PM)	Committee Meeting	All Committee Members	Conference Room
September 19, 2025, October 10, 2025	Production of Materials (Posters, AVPs and Presentations	Program and Production Team	Digos City Division Office
October 15, 2025 (3-5 PM)	Committee Meeting (Updates)	All Committee Members	Conference Room
October 15, 2025 (8-5PM)	Simulation and Assessment of Oral & Poster Presentations	Production, Presenters, Rehearsal and Evaluation Teams	Digos City Division
October 21 and 22, 2025	Technical Rehearsal	All Committee Members	Venue
October 22- 23, 2025	2025 DIGOS CITY DIVISION RESEARCH CONGRESS		

Annex III

Terms of Reference of 2025 Digos City Division Research Congress

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	Within September 11- October 17, 2025
II. Food, Venue and Materials	-Coordinate with suppliers and caterers - Manage preparation of materials, food, venue (arrangement), and meal area	Elizabeth F. Quiñones, EPS-TLE Ronald B. Dedace- SEPS- HRD	Within September 11- October 17, 2025
III. Program, Certificates and Awards	Cherrie Anne B. Bohol- EPS	-Prepare program flow	Within September 11- October 17, 2025



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	Reyzen Monserate-SEPS- M&E Jay Mark Alocelja-MT-I	-Manage Program Participants -Provide cues to speakers, presenters, panel and guests -Manage layout and preparation of program invitation	
IV. Opening Salvo	-Identify involved personnel -Make the necessary preparation	Jason Abellon, MT-I- Aplaya ES Jeriel Caminade, MT-I- DAES	Within September 11- October 17, 2025
V. Protocol Officers/ Usherettes	-Provide Guidance to guests to take them to the areas and their proper seating -Ensure they are attended to and taken cared off -Provide information and directions when needed	Bernadeth C. Pagayon- AO II Iname R. Romitman-MT I	October 22-23, 2025
VI. Health, Safety and Security	-Serve as Medical Officer and Nurses on Duty	Micah Fuentes, MD Russel Kevin T. Maurin, RN	October 22-23, 2025
VII. Production	-Prepare and produce the necessary materials such as posters, presentations, AVPs and journal -Provide information and support to the presenters in the development of their materials	Jem Boy B. Cabrella, EPS- Math, & Ivy F. Solano, EPS- Science	Within September 11- October 17, 2025
VIII. Rehearsal and Evaluation	-Provide inputs and directions to all presenters and researchers on the	Ivy F. Solano, EPS- Science Eleser D. Mateo, PSDS.	Within September 11- October 17, 2025



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	<p>delivery of their presentations</p> <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	Within September 11– October 23, 2025
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	October 22-23, 2025
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	Within September 11– October 23, 2025



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
BUREAUS AND OFFICES
FUNDS
PARTNERSHIPS

POLICY
RESEARCH
SCHOOLS

MCDJ/ R DO Research Management Guidelines
0274/March 14-16-20, 2017