



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

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

SGOD-2025- 677

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 : DEVELOPMENT OF AVP FOR THE LAUNCHING OF THE KAPLAG:  
DIGOS CITY DIVISION RESEARCH REPOSITORY SYSTEM, AND  
UPDATES WITH THE COMMITTEE MEMBERS OF THE 2025  
DIVISION RESEARCH CONGRESS

Date : October 8, 2025

In reference to the attached, Division Memorandum SGOD-2025-511, re: "2025 Digos City Division Research Congress (Educators and Learners Edition) Working Committees and Timeline", this Office informs all concerned personnel with the additional pre-activity and updated committee members for the conduct of 2025 Digos City Division Research Congress (Educators and Learners Edition) on October 28 & 29, 2025.

In preparation for the event, updated working committees are hereby created (Annex 1), their schedules (Annex 2), and their tasks (Annex 3) are defined.

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 Office - Digos City  
RECORDS SECTION

**MARIA GENEVIEVE T. FRANCISQUETE, CESO VI**

Assistant Schools Division Superintendent  
Officer-In-Charge

RELEASED  
DATE: OCT 09 2025 TIME: 4:17 PM

BY: \_\_\_\_\_

Enclosed: As stated.  
SGOD/PR/mbr



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
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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. Elizabeth Quiñones, EPS-TLE – Leader
  2. Ronald B. Dedace- SEPS- HRD
  3. Atty Rodel Pagayon- EPS
  4. Janice S. Alquizar- EPS II- HRD
  5. Bernadeth C. Pagayon- AO II
  6. Iname N. Romitman- MT I
  7. Denise Imari T. Casilac- T III
  8. John P. Millan, MT II
  9. Michael Timtim- MT I
  10. Hazel Anne N. Cahiles, Teacher III
- III. Program, Certificates and Awards
  1. Cherrie Anne B. Bohol- EPS – Leader
  2. Reyzen Monserate- SEPS- M&E
  3. Jay Mark Alocelja- MT-I
  4. Ferdinand C. Magdadaro- PDO-I
  5. Diana Grace V. Amigo- PDO-I
  6. Mark Castanares, AO-II
- IV. Linkages and Invitations
  1. Peter-Jason C. Senarillos- SEPS – Leader
  2. Marjun B. Rebosquillo- SEPS
  3. Airon M. Alejandro- PO III
  4. Ronald B. Dedace- SEPS
- V. Opening Salvo
  1. Jeriel Caminade, MT-I- DAES – Leader
  2. Jason Abellon, MT-I- Aplaya ES
- VI. Protocol Officers/Usherettes
  1. Bernadeth C. Pagayon- AO II – Leader
  2. Iname R. Romitman- MT I
  3. Ronald B. Dedace- SEPS
  4. Rachel Pugoy, Principal I
  5. Denise Imare Casilac- T III



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6. Hazel Anne Cahiles, Teacher III
7. Atty Rodel Pagayon- EPS

VII. Health, Safety and Security

1. Daissy Jane Sanoy, RN-Nurse II
2. Francis Millicent Durano, RN- Nurse II
3. Dhemie Christine Penas, RN-Nurse II

VIII. Production (Picture Taking, AVP, Posters and Presentations)

1. Ivy F. Solano, EPS- Science – Leader
2. Jay Mark Alocelja, T III - Asst. Leader
3. Beth Dedace, HT-III, DICNHS
4. Moises Perral, MT II, DCSHS
5. Thonver Sampaga, SST I-KNHS
6. Kremia Katrina C. Thiam- MT I
7. Jhobelle Racho- MT I
8. Brynel S. Espina, MT-I
9. Mizraim May P. Rebuta, MT-I
10. Ferdinand C. Magdadaro- AO II
11. Lee Wilson Precellas, T I
12. Marlou Samontina, T I
13. Jayffer Sartorio, T III
14. Nino F. Dabalos, T-II
15. Donna Marie Adona, T-I

IX. Documentation, Technical, and Stage Direction/Flow

1. Jayson M. Abellon, MT I – Leader
2. Thonver Sampaga- SST III - Asst. Leader
3. Rex C. Sayson, MT I
4. Jay Mark Alocelja, T III
5. Lee Wilson Precellas, T I
6. Marlou Samontina, T I
7. Jayffer Sartorio, T III
8. Nino F. Dabalos, T-II

X. Secretariat and QAME

1. Reyzen O. Monserate, SEPS- M&E – Leader
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
October 13, 2025 (1-5 PM)	Online Meeting with the Presenters (Educators and Students)	Research Advisers, Coaches, and TWG	N/A
October 17, 2025 (1-5 PM)	Committee Meeting (Updates)	Selected Committee Members (Leaders, Asst. Leader & Ma'am Diana Grace Amigo)	Conference Room
October 17, 2025 (8-5PM)	Simulation and Assessment of Oral & Poster Presentations	Production, Presenters, Rehearsal, and Evaluation Teams	Digos City Division
October 22-23, 2025	AVP and Materials Development	Production Team	Digos City Division / DMMES
October 24 and 28, 2025	Technical Rehearsal	All Committee Members	Venue
October 28 & 29, 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. Reboquillo	Within September 11- October 24, 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 24, 2025
III. Program, Certificates and Awards	-Prepare program flow -Manage Program Participants	Cherrie Anne B. Bohol- EPS Jason Abellon, MT-I- Aplaya ES Jay Mark Alocelja-MT-I	Within September 11- October 24, 2025



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	<ul style="list-style-type: none"> <li>-Provide cues to speakers, presenters, panel and guests</li> <li>-Manage layout and preparation of program</li> </ul>		
IV. Opening Salvo	<ul style="list-style-type: none"> <li>-Identify involved personnel</li> <li>-Make the necessary preparation</li> </ul>	Jeriel Caminade, MT-I- DAES Jason Abellon, MT-I- Aplaya ES	Within September 11– October 24, 2025
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>	Bernadeth C. Pagayon- AO II Iname R. Romitman- MT I	October 28-29, 2025
VI. Health, Safety and Security	-Serve as Medical Officer and Nurses on Duty	Daissy Jane Sanoy, RN-Nurse II Francis Millicent Durano, RN- Nurse II Dhemie Christine Penas, RN-Nurse II	October 28-29, 2025
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, EPS- Math, & Ivy F. Solano, EPS- Science	Within September 11– October 29, 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 29, 2025



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	delivery of their presentations  -Evaluate the presentation-outputs of the researchers		
IX. Documentation	-Capture photo and video footages to be used in infographics campaign and advocacy  -Designs and layout posters, tarps, infomaterials for social media dissemination  -Produce other materials as needed	Jay Mark Alocelja & Lee Wilson C. Precellas	Within September 11- October 29, 2025
X. QAME and Secretariat	-Manage the attendance and compilation of documents needed for LGU and SDO  -Conduct QAME of the implemented Programs, Speakers and etc.	Cecile C. Uy, Janice Alquizar, Reyzen O. Monserate	October 28 & 29, 2025
XI. Management and Supervision	-Oversees preparation, actual implementation, and post-activity tasks  -Provide inputs, directions, and ensures full readiness  -Approves and makes the final decision for implementation	SDS, ASDS and Chiefs	Within September 11- October 29, 2025