



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

**Office of the Schools Division Superintendent**

June 30, 2026

**DIVISION MEMORANDUM**

No. 068, s. 2026

**RECONSTITUTED MEMBERS OF THE SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC), DIVISION ETHICS REVIEW COMMITTEE (DERC), 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, JD, MATE – Chief, SGOD

Members: ROWENA M. MAGDAYAO, PhD – EPS, English  
JEM BOY B. CABRELLA, PhD – EPS, Mathematics  
GERVASIO R. SALINAS, JR., PhD – PSDS/ ALS Focal  
IVY F. SOLANO, DRA – EPS, Science  
CLARENCE S. PILLERIN, EdD – PSDS, Digos Occidental District  
ELESER D. MATEO – PSDS, Mt. Apo District  
LEILANI T. SEÑIRES, PhD- EPS, LRMS  
MARJUN B. REBOSQUILLO, PhD - SEPS, Research  
*By invitation: Focal person of concerned division/learning area/ section/ program*

Secretariat: JANICE S. ALQUIZAR – EPS-II, HRD  
REYZEN O. MONSERATE – SEPS-SMME  
PETER-JASON C. SENARILLOS – SEPS- SMN

Adviser: MELANIE P. ESTACIO, PhD, CESO VI - Schools Division Superintendent



**Address:** Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
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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, previous BERF Grantees and selected master teachers are designated as alternates of the SDRC members.
4. The SDRC shall facilitate 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 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: INDA D. NACUA – EPS for Values Education,  
JANICE S. ALQUIZAR- Division GAD Focal Person  
*By invitation: Focal person of concerned division/learning  
area/ section/ program*  
BAI TITA M. FAMOSO - CAB  
Chairperson  
ELESER D. MATEO - 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



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(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:

| <b>Name</b>           | <b>Research Designation</b>                      | <b>Position</b>     |
|-----------------------|--|---------------------|
| MARJUN B. REBOSQUILLO | Division Focal for Research Management           | SEPS for Research   |
| ROWENA M. MAGDAYAO    | Division Focal for Research Production           | EPS for English     |
| IVY F. SOLANO         | Alternate Division Focal for Research Production | EPS for Science     |
| JEM BOY B. CABRELLA   | Alternate Division Focal for Research Production | EPS for Mathematics |

7. The Division Research Focal shall provide technical support in strengthening instructional leadership and supervision, promoting research-based instructional support, and facilitating the monitoring and evaluation of curriculum implementation, school operations, and governance. The focal person shall ensure that research initiatives, findings, and evidence-based recommendations are utilized to inform decision-making, improve teaching and learning practices, and support the continuous improvement of schools and learning outcomes.
8. 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**

- The researcher/s will submit his/her Action/Basic Research Proposal through [prme.digocity@deped.gov.ph](mailto:prme.digocity@deped.gov.ph), using the format (E-Saliksik) that can be accessed through this link: <https://bit.ly/3IX46FN>.
- 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.
- Next, the researcher/s will be communicated and notified through communication letter or email that he/she will be assigned to a DEREK-Teacher and 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>.



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- d) During the conduct of the Basic/Action Research, the researcher/s (Mentee) and assigned DEREK/supervisor (Mentor) will actively coordinate in the improvement and completion of the study.
- e) After completing the action/basic research, the assigned DEREK/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 and SDRC for final assessment and approval.
- f) After the assessment, the researcher/s will submit a hardbound copy of their final manuscript together with the Debrief Certificate to the Planning and Research Office.
- g) 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](mailto:prme.digoscity@deped.gov.ph)



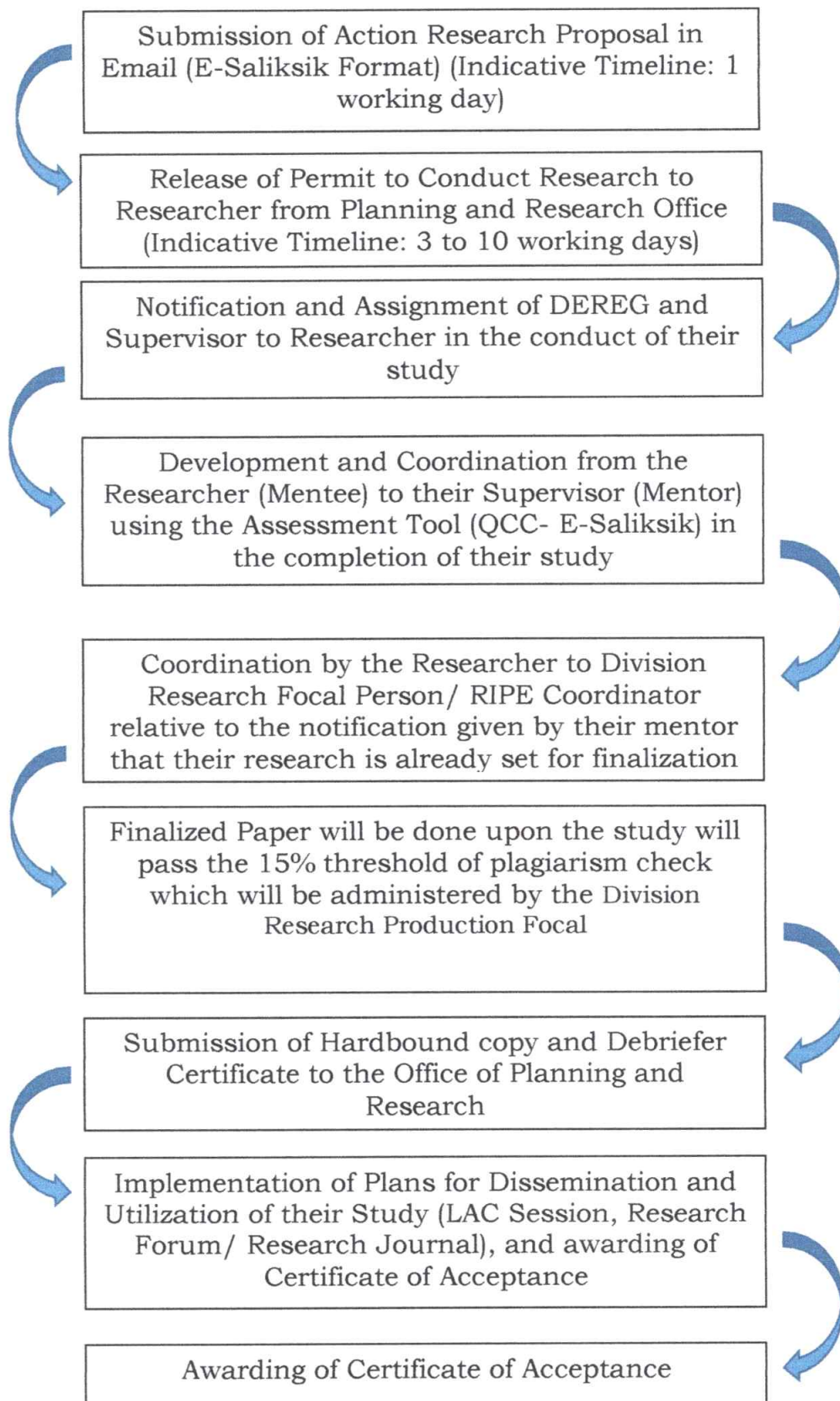
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**Flowchart on the Conduct of DepEd Sanctioned Basic/ Action Research  
(Division-based / School-based/ Classroom-based)  
DepEd Digos City Division**



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9. 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.
10. School Heads of the selected teachers who will serve as evaluators and technical experts shall ensure that their respective classes are properly managed and attended to, in strict adherence to Regional Memorandum No. 12, s. 2023, titled “Regional Policy Guidelines in the Substitution of Classes and Grant of Service Credits.”
11. The designation, participation, or performance of services and tasks by the concerned teaching and non-teaching personnel in this activity shall not be construed as a basis for promotion, prioritization or non-prioritization in future assignments, performance rating advantage, entitlement to honorarium, additional remuneration, or any other personnel action. Any grant of Vacation Service Credits (VSC), Compensatory Time-Off (CTO), or other authorized benefits shall be subject to existing DepEd, CSC, and DBM rules and regulations equivalent to the actual number of days of service rendered, which may be used during school breaks, as applicable, in accordance with DepEd Order No. 9, s. 2025 and CSC-DBM Joint Circular No. 2, s. 2024.
12. All issuances inconsistent with this memorandum are hereby repealed, rescinded, or modified accordingly.
13. For your information and compliance.

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

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE: 02 JUL 2026 TIME: 4:28 p  
BY: *[Signature]*

Enclosed: As stated.

Reference: DepEd Order No. 16, s.2017  
SGOD/PR/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        |          |

