



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent
DIVISION MEMORANDUM

SGOD-2026-470

To : Kinray A. Bade, MT II, Badiang ES
Thyrza Mae O. Flores, Teacher II, DICNHS
Jacille C. Eran, Teacher II, DICNHS
Rachel D. Mensera, Teacher V, Arcaflor Maniapao ES

Subject : ADDENDUM TO DIVISION MEMORANDUM SGOD-2026-453, RE:
"CONDUCT OF INSPIRESEARCH: A TRAINING JOURNEY INTO
ACTION RESEARCH"

Date : September 3, 2026

In reference to the attached Division Memorandum SGOD-2026-453, re: "Participation in the Conduct of InspiResearch: A Training Journey Into Action Research," this Office directs the above-mentioned personnel to attend in the activity on September 4, 11, and 19, 2026, from 8:00 AM to 5:00 PM, at the DepEd Digos City Division Conference Room.

School Heads of the selected teachers shall ensure that their respective classes or schedules 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."

Teacher-participants who render services during weekends, holidays, or school breaks shall be granted Vacation Service Credits (VSC), as applicable, for eligible and duly authorized services rendered, pursuant to DepEd Order No. 013, s. 2024, titled "Revised Guidelines on the Grant of Vacation Service Credits for Teachers," and other applicable DepEd issuances. Non-teaching personnel who render duly authorized overtime services beyond their regular working hours, including weekends and holidays, may be granted Compensatory Time-Off (CTO), subject to CSC-DBM Joint Circular No. 2, s. 2004, titled "Non-Monetary Remuneration for Overtime Services Rendered," and other applicable rules and regulations.

For information, guidance, and compliance.

For and in the absence of the
Schools Division Superintendent

BEVERLY S. DAUGDAUG, EdD
Chief ES, CID
Officer-In-Charge

09-03-2026



Enclosed: As stated.
SGOD/PR/mbr



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



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent
DIVISION MEMORANDUM
SGOD-2026-457

To : Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
SEPS-Planning and Research
School Heads and Teachers of Public
Elementary and Secondary Schools
All Other Concerns

Subject : PARTICIPATION IN THE CONDUCT OF INSPIRESEARCH: A
TRAINING JOURNEY INTO ACTION RESEARCH

Date : August 27, 2026

In reference to the attached DepEd Order No. 16, s. 2017, re: "Research Management Guidelines," this Office directs all identified personnel (see Annex A – Participants) to participate in the activity on September 4, 11, and 19, 2026, from 8:00 AM to 5:00 PM, at the DepEd Digos City Division Conference Room.

An online orientation shall be conducted on September 2, 2026, at 3:00 PM, and shall be attended by all listed personnel. The orientation will cover the proper preparation of required forms and working proposals and will be conducted via MS Teams through the following link: <https://tinyurl.com/Orientation-berf>.

School Heads of the selected teachers shall ensure that their respective classes or schedules 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."

Teacher-participants who render services during weekends, holidays, or school breaks shall be granted Vacation Service Credits (VSC), as applicable, for eligible and duly authorized services rendered, pursuant to DepEd Order No. 013, s. 2024, titled "Revised Guidelines on the Grant of Vacation Service Credits for Teachers," and other applicable DepEd issuances. Non-teaching personnel who render duly authorized overtime services beyond their regular working hours, including weekends and holidays, may be granted Compensatory Time-Off (CTO), subject to CSC-DBM Joint Circular No. 2, s. 2004, titled "Non-Monetary Remuneration for Overtime Services Rendered," and other applicable rules and regulations.

For information, guidance, and compliance.

Melanie T. Estacio
MELANIE T. ESTACIO, PhD, CESO V
Schools Division Superintendent

Enclosed: As stated.
SGOD/PR/mbr

RECEIVED
DATE: 27 AUG 2026 TIME: 7:10 PM
BY: *[Signature]*



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Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

Annex I.

List of Participants

A. 2026 BERF Grantees

No.	NAME	School	TYPE	THEME
1. 2. 3.	Veronica T. Delima Wellisa P. Milca Jernalyn L. Castro	DICNHS	Action Research	Child Protection
4.	Clarence S. Pillerin, Edd	SDO-CID/ Digos Occidental	Basic Research	Governance
5. 6.	Jeneve P. Nieves Marry Anne L. Cuico	DICNHS	Action Research	Teaching and Learning
7.	Katleya A. Chicote	DCSHS	Basic Research	Teaching and Learning
8. 9. 10.	John P. Millan Jeneve P. Nieves Rey James A. Mariscal	DICNHS	Action Research	Teaching and Learning
11. 12. 13.	Rosemarie R. Migue Mon Brian H. Rodriguez Evelyn A. Acuram	DICNHS	Action Research	Child Protection
14. 15.	Hilda R. Gura Metzyl G. Sanchez	DCSHS	Basic Research	Teaching and Learning
16. 17.	Thonver R. Sampaga Ruben Evarretta	KNHS SDO-CID	Action Research	Teaching and Learning

B. Authors for 2027 BERF Proposals

Name	Position	School
DIGOS ORIENTAL DISTRICT		
1. Jeannette N. Arman	Teacher VI	RMCES
2. Maria Jocelyn Rubin	MT I	RMCES
3. Rogel Bulat-ag	Teacher I	RMCES
4. Annie Alpanta	SPET I	DMMES
5. Marilyn M. Galo	MT II	DMMES
6. Tresha Marie C. Ednalgan	Teacher I	DMMES
7. Jay Mark Alocelja	MT I	DMMES
8. Arriane Krystal Demetila	Teacher V	DMMES
9. Loida M. Remando	MT I	DMMES
10. Runette Alegado	Teacher V	DMMES
11. Jessa Marie T. Bade	MT I	DMMES
12. Analie C. Orio	Teacher I	DMMES
13. Haisa Maghinay Pepito	Teacher II	DMMES
14. Relialyn A. Ramos	Teacher VI	PGES
15. Ivy Jean L. Caro	Teacher I	Kibanban ES
MT. APO DISTRICT		
1. Leah Marie C. Pisco	TEACHER IV	Apolandia ES
2. Roldan E. Eyo	Teacher 1	Apolandia ES
3. Shiela D. Cometa	Master Teacher II	Necencio A. Isidro ES
4. Arcel T. Cabalis	Teacher 1	Soong ES
5. Leah B. Ynion	Teacher V	Necencio A. Isidro ES
6. Chindy B. Quion	AO II	G.Reusora CES
SECONDARY DISTRICT		
1. Raquel L. Cedeño	Principal II	Dawis NHS
2. Phil Mark D. Pulido	Teacher I	Goma NHS
3. Imma Tessie Donne D. Llemit	SST I	Goma NHS
4. Sheril C. Tago	Teacher II	DCSHS
5. Rhea Orquina	T II	DCSHS
6. Mary Cris F. Sampaga	Teacher II	DCSHS
7. Spencer P. Natar	Teacher V	DICNHS
8. R-Jhon C. Alag	MT II	DICNHS



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9. Daruld B. Saquin	Teacher III	Palan-Bagobo Tagabawa NHS
10. Jave A. Endar	MT II	Palan-Bagobo Tagabawa NHS
11. Quinde L. Pacete	T II	DCSHS
12. Charlon Jessimar A. Ypil	T II	Balabag NHS
13. Rizza L. Villaluna	P III	DCSHS
14. Grace G. Monteliza	Teacher	Soong NHS
15. Derick T. Rebusto	ADAS VI	San Roque NHS
DIGOS SOUTH DISTRICT		
1. Jeriel C. Caminade	Master Teacher I	Domingo V. Abawag Sr. ES
2. Cherrie Mae S. Yangke	Teacher IV	Colorado ES
3. Jasmin Eve G. Bucod	Teacher III	Colorado ES
4. Rhea Lyn D. Cabalse-Mosong	Teacher III	Casildo B. Nonol Sr. ES
5. Jessa Nicole B. Sarco	Teacher I	Casildo B. Nonol Sr. ES
6. Marife M. Bohol	HT II	Casildo B. Nonol Sr. ES
7. Sarilie P. Bautista	Teacher V	San Miguel ES
8. Rosel A. Remegio	Teacher III	Arcaflor Maniapao ES
9. Hazel P. De Leon	Master Teacher II	Igpit ES
10. Ailyn Joy S. Almacin	MT II	Bagumbuhay ES
DIGOS OCCIDENTAL		
1. Analyn P. Manapol	Master Teacher III	Digos City CES
2. Donnaly S. Damo	Master Teacher I	Damñas ES
3. Cristie Bebs E. Ponio	Master Teacher I	Mahayahay ES
ALS PROGRAM		
1. Elmer R. Godinez Jr.	Teacher I	Igpit ES
2. Cheery Lyn N. Nemis	T-III	Don Mariano Marcos ES

C. Dereg and Technical Support Team

Name	Position	School
1. Kremia Katrina C. Thiam	MT I	DiCNHS
2. Mizraim May P. Rebuta	MT I	PVBES
3. Jhobelle P. Racho	MT I	DICNHS
4. Maria Regina E. Robante	MT I	Aplaya ES
5. Brynel S. Espina	MT I	DMMES
6. Josephine P. Delima	MT II	SMES
7. Jean W. Hernan	MT II	DICNHS
8. Cherry Lyne V. Gonzaga	EPS II	CID-ALS
9. Mara Superioridad	MT I	Dulangan ES
10. Eduardo P. Paller, Jr.	Principal I	PVBES
11. Irene T. Cababat	MT II	Cogon ES
12. Reann S. Encarnacion	Teacher III	Balabag ES
13. Jeanette N. Arman	Teacher VI	RMCES
14. Mary Ann S. Olanda	Teacher VI	RMCES
15. Janice S. Alquizar	EPS II	SDO
16. Marjun B. Reboquillo	SEPS	SDO
17. Cecile C. Uy	EPS II	SDO
18. Airon M. Alejandro	PO III	SDO
19. Reyzen O. Monserate	SEPS	SDO
20. Aldvin Jan Alcasid	TA I	SDO



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