



Republic of the Philippines
Department of Education
Schools Division Office - Calbayog City

August 17, 2026

OFFICE MEMORANDUM

No. 051 s. 2026

**CONDUCT OF RESEARCH MANAGEMENT CONFERENCE OF THE
CURRICULUM IMPLEMENTATION DIVISION (CID) PERSONNEL**

To: Education Program Supervisors
Public Schools District Supervisors
CID Personnel and Staff
All Other Concerned

1. In consonance with DepEd Order No. 16, s. 2017 on "Research Management Guidelines", the Curriculum Implementation Division (CID) will conduct its division **"RESEARCH MANAGEMENT CONFERENCE"** on **September 18, 2026**. The venue shall be announced later.
2. The objectives of this conference are the following:
 - a. Conduct research based on KRAs as an aid of evidence-based policy recommendation and improve curriculum implementation;
 - b. Present updates on the latest research techniques and trends;
 - c. Improve research management, quality and Research Technical Assistance (TA) in the field/schools;
 - d. Promote the culture of research in the CID.
3. The participants are: CID Chief, EPSs, PSDSs and selected CID personnel with research KRAs. The participants shall bring laptops, wifi/broadband, and extension wires.
4. The participants are entitled for the one (1) day Service Credit / COC on on service rendered during holiday, Saturday and Sunday as per CSC & DBM Joint Circular No. 2, s. 2004, and updated by Joint Circular CSC-DBM No. 2, s. 2015.
5. Expenses such as the foods, venue/accommodation, training materials, travel/transportation of the participants and other expenses relative to the conduct of this activity shall be charged against Division CID MOOE / Local Fund subject for usual government accounting, auditing rules and regulations.
6. Attached herewith are the Guidelines, list of resource speakers, participants, framework of activities, working committees, and templates.
7. Immediate dissemination of and compliance with this Memorandum are desired.



Joel A. Zartiga
JOEL A. ZARTIGA PhD, CESO VI
OIC - Schools Division Superintendent

SB # 049, 2026

LIST OF PARTICIPANTS

1. **DR. RENATO S. CAGOMOC** – CID Chief

EPSs

1. DR. NELSON R. BELLO – EPS in GMRC/Values
2. DR. ERWIN L. PURCIA – EPS in English
3. DR. JOY B. SALDANA – EPS in Science
4. DR. LOURDES L. MATAN – EPS in Filipino
5. MR. ARNOLD M. JARABA – EPS in TLE/EPP
6. MR. JSOHUA SHERWIN T. LIM – EPS in Math
7. MR. NOEL E. SAGAYAP – EPS in LR
8. MS. MERCEDITA S. GARCIA – EPS in MAPEH
9. MR. RICKY S. CANO – EPS in ALS
10. DR. JOSEPHINE GALLARDO – EPS Designate
11. MRS. CORIE B. SENOLOS – EPS Designate

PSDSs

1. MRS. NORA G. CAPETILLO – PSDS, C1
2. MRS. ALMA R. CABER – PSDS, C2
3. MRS. ANABELLE O. YANZON – PSDS C3
4. MR. JOSE O. ABON – PSDS, C4
5. MR. REYNALDO T. BERNALES – PSDS, C5
6. MRS. TERESA D. VILLA – PSDS, C6
7. MRS. NOEMI S. CASTANTE – PSDS, O1
8. MR. BENEDICTO M. MERALES – PSDS, O2
9. DR. GERALDINE P. SUMBISE – PSDS, O3
10. MRS. MA. TERESA S. SIMON – PSDS, T1
11. MR. ELBERT G. ONGCAL – PSDS, T2
12. MRS. ESTER A. SIOZON – PSDS, T3

OTHER CID PERSONNEL

1. MRS. RINA M. ABOGANDA – EPS II ALS
2. MRS. LEAH GANTALAO – EPS II ALS
3. MRS. LILLIBETH G. ORTIZ – PDO-II
4. MS. BEVERLY LONGCOP – Librarian
5. MR. GREGGY BEC OBONG – ADA-VI
6. MS. BENCHIE BONGOYAN – ADAS-II

GENERAL GUIDELINES

DIVISION RESEARCH MANAGEMENT CONFERENCE OF THE CURRICULUM IMPLEMENTATION DIVISION (CID) PERSONNEL

RATIONALE

The Governance of Basic Education Act of 2001 (RA 9155) mandates that the Department of Education enact policies and mechanisms through which the delivery of quality basic education may be continuously improved. Chapter 1, Section 7 (5) includes among the responsibilities of DepEd across all governance levels the undertaking of "educational research and studies" that will serve as one of the bases for necessary reforms and policy development.

The **RESEARCH WRITESHOP** shall focused on providing Technical Assistance to division CID personnel in conducting research to address problems as stipulated in Basic Education Research Agenda (BERA):

- | | |
|---------------------------------|----------------------------|
| a. Teaching and Learning | e. Inclusive Education |
| b. Child Protection | f. Gender and Development |
| c. Human Resource
Management | g. Disaster Risk Reduction |
| d. Governance | |

The **RESEARCH MANAGEMENT CONFERENCE** focuses on reinforcing the role of DepEd research managers (such as chiefs, EPS and PSDS as research assessors and evaluators who will facilitate the effective conduct of research while fostering close collaboration among network of education researchers. Specifically, the conference aims to:

- provide learning opportunities to research managers with focus on research evaluation;
- strengthen collaboration and cooperation among research manager; and
- discuss and share practices, processes, and challenges on education research programs

The **RESEARCH/INNOVATION PROPOSAL CONSULTATIONS** is a division-initiated program/activity which aims to **provide technical assistance to researchers in conducting research and improve the quality of their researches** in compliance to DO 39, s. 2016 – Adoption of the Basic Education Research set by the department.

Specified in DepEd Order No. 16, s. 2017 "Research Management Guidelines" that is the responsibility of the research committee/team to manage and provide directions to research initiative and conduct research evaluations.

The **CONSULTATION** for division personnel is designed for PSDS, EPS, and CID Personnel with Research on their KRA. They are required/mandated to conduct/submit research at least **once in every school year**. The researcher can select either to conduct **Research, Innovation, or Project**.

The researcher shall present his/her study in front research team evaluators during Research Consultations and only given maximum of Five (5) minutes to present his/her study and another five (5) minutes for critiquing, interrogations or questions by Team.

The presenter can use PowerPoint Presentations, manila paper or other means to present the study.

The study and presentation shall contains the following suggested research parts: (DepEd Order No. 16, s. 2017 "Research Management Guidelines")

100% attendance identified researchers are expected. The research evaluators anticipates that before consultation, they are done with their research proposal (from research introduction to methodology part) see the parts of research proposal.

Participants shall submit their proposals 1 hour before the actual consultation in three (3) copies (A4 size paper and folder).

Proposal presented in the consultation can have the chance to avail **funding via Basic Education Research Fund (BERF)** and can be used for **promotion purposes** after securing certification from the division research coordinator.

For the **Research Colloquium**, same but completed research presented in the Proposal Consultation shall be submitted to the SDRC after incorporating all the suggestions/comments by the panel, until it will be approved by the superintendent ready for presentation and publication in the division research journal.

PARTS OF ACTION/BASIC RESEARCH PROPOSAL

Action Research Proposal Template	Basic Research Proposal Template
Cover Page	Cover Page
Table of Contents	Table of Contents
I. Rationale	I. Introduction
II. Research Question	II. Literature Review
III. Proposed Innovation, Intervention, and Strategy	III. Research Questions / Statement of the Problem
IV. Action Research Methods	V. Scope and Limitations
a. Participants and/or other Sources of Data and Information	VI. Significance of the Study
b. Data Gathering Methods	VII. Research Methodology
c. Data Analysis Plan	a. Sampling
	b. Data Collection
	c. Ethical Issues
	d. Plan for Data Analysis
V. Action Research Workplan and Timeliness	VIII. Timetable /Grant Chart
VI. Cost Estimates	IX. Cost Estimates
VII. Plan for Dissemination and Utilization	X. Plan for Dissemination and Advocacy
VIII. References	XI. References
Attachment:	
a. Instrument of the Study	
b. Anti-plagiarism Certification	
c. Certificate of No Conflict of Interest	

FORMAT AND PACKAGING

Font Style and Size	:	Times New Romans or Arial, 11-point
Page number	:	Bottom centered
Paper	:	Letter (8.5×11) or A4
Spacing	:	1.5
Cover	:	Green (Proposal) / Blue (completed/full blown research)
Binding	:	Soft Bound

BASIC PARTS OF COMPLETED RESEARCH

Components of the Completed Action/Basic Research

Action Research	Basic Research
Title Page	Title Page
Approval Sheet	Approval Sheet
Acknowledgment	Acknowledgment
Abstract	Abstract
Table of Contents	Table of Contents
Context and Rationale	Introduction
Interventions, Innovation and Strategies	Literature Review
Action Research Questions	Research Questions
Significance of the Study	Scope and Limitation
Action Research Methodology a. Research Design b. Respondents of the Study c. Sampling Procedure d. Data Collection e. Research Ethics f. Instrumentation g. Statistical Treatment	Significance of the Study a. Research Design b. Respondents of the Study c. Sampling Procedure d. Data Collection e. Research Ethics f. Instrumentation g. Statistical Treatment
Results and Discussions	Results and Discussions
Summary of Findings	Summary of Findings
Conclusions	Conclusions
Recommendations	Recommendations
Plan for Research Utilization/Dissemination	Plan for Research Utilization/Dissemination
References	References
Financial Report	Financial Report
Other Attachments: • Output of the Study • Research Instruments • Letter of Permission • Curriculum Vitae	Other Attachments: • Output of the Study • Research Instruments • Letter of Permission • Curriculum Vitae

FRAMEWORK OF ACTIVITIES

**DIVISION RESEARCH WRITESHOP OF THE CURRICULUM IMPLEMENTATION
DIVISION (CID) PERSONNEL**

Date/Time	Activities
6:00 – 8:00 am	ARRIVAL / REGISTRATION Secretariats: Lillibeth Ortiz Gregggy Bec Obong Benchie Bongoyan Beverly Longcop
8:00 – 8:30 am	OPENING PROGRAM - National Anthem.....Multimedia - Prayer.....Multimedia - Body Conditioning.....Multimedia - Checking of Attendance.....Secretariat - Statement of Purpose.....Dr. Nelson R. Bello -EPS - Message.....Dr. Renato S. Cagomoc – CID Chief - Rationale & Mechanics of the Research Conference.....Dr. Joy B. Saldana – EPS Master/Lady of Ceremonies: Mrs. Corie B. Senolos EPS Designate
8:30 – 10:00 am	DepEd Strategic Directions and Research Updates BERA, BERF & Research Management Guidelines, Research Utilization & Policy Notes DR. NELSON R. BELLO EPS in GMRC/Values
10:00 – 12:00 nn	RECALL ON GUIDELINES AND UPDATES IN DEVELOPING ACTION/BASIC RESEARCH DR. ERWIN L. PURCIA EPS
12:00 – 3:00 pm	WRITESHOP / CRAFTING OF RESEARCH PROPOSAL PROPER
1:00 – 5:00 pm	RESEARCH PROPOSAL PRESENTATION PROPER & CRITIQUING by Teams Overall Consultant Chair: Dr. Renato S. Cagomoc CID Chief Team A: Dr. Erwin L. Purcia & Dr. Lourdes Matan Team B: Dr. Joy B. Saldana & Dr. Josephine Gallardo Team C: Dr. Nelson R. Bello & Dr. Geraldine Sumbise
5:00-5:30 pm	Closing Program