



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

October 14, 2026

DIVISION MEMORANDUM
PRS-2026- 490

**RECONSTITUTION OF THE SCHOOLS DIVISION RESEARCH
COMMITTEE (SDRC)**

To : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public School District Supervisors
Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. In accordance with DepEd Order No. 16, s. 2017, titled Research Management Guidelines, this Office, hereby inform the field on the reconstitution of the Schools Division Research Committee (SDRC) of the Schools Division of Calbayog City.
2. The SDRC shall be composed of the following officials and personnel, organized according to the identified research agendas:

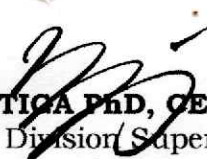
Chair	Dr. Jun-Nilou D. Dulfo OIC - Assistant Schools Division Superintendent
Co-Chair	Dr. Renato S. Cagomoc Chief ES, CID Dr. Avelina P. Tupa EPS / OIC-Chief ES, SGOD
Adviser	Dr. Joel A. Zartiga CESO VI Assistant Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent
Team Members by Research Agenda	Team 1 - Research Agenda: Teaching and Learning 1. Dr. Renato S. Cagomoc, Chief ES, CID 2. Dr. Joy B. Saldaña – EPS, Science 3. Joshua Sherwin T. Lim – EPS, Math 4. Dr. Noel E. Sagayap – EPS, LRM 5. Ricky S. Cano – EPS, ALS 6. Mercedita S. Garcia – EPS, MAPEH 7. Arnold M. Jaraba – EPS, TLE <i>Representative from Finance Unit:</i> Jay-Ar John Panoy – Payroll Unit Team 2 - Research Agenda: Child Protection 1. Dr. Geraldine P. Sumbise – OIC-PSDS 2. Dr. Nelson R. Bello – EPS, Values Education

	3. Atty. Rhea P. Aguado – Legal Officer 4. Joanna Lou V. Portura – EPS II, SMN 5. Marian C. Advincula – PDO I, YFD 6. Peter John B. Tomale – PDO I, LRP <i>Representative from Finance Unit:</i> Suzette P. Candaza – AO IV, Cash Section Team 3 - Research Agenda: Human Resource Development 1. Dr. Avelina P. Tupa – EPS/OIC-Chief ES 2. Dr. Erwin L. Purcia – EPS, English 3. Dr. Lourdes L. Matan – EPS, Filipino 4. Grace S. Pagunsan – AO V 5. Jennifer C. Alvarez – AO IV (HRMO) 6. Marita P. Senolos – SEPS, HRD 7. Sharon D. Balza – EPS II, HRD <i>Representative from Finance Unit:</i> Sunshine Marjorie E. Ventures – Budget Officer III Team 4 - Research Agenda: Governance 1. Oscar D. Billate, Jr. - EPS 2. Galina V. Panela – SEPS, PRS 3. Rosalia M. Rivera – SEPS, SMME 4. Carren Meryl A. Cabadsan – SEPS, SMN 5. Engr. Jordan B. De Veyra – Engineer III 6. Dr. Arlene C. Catalan - Medical Officer <i>Representative from Finance Unit:</i> Sheryll Ann Marie G. Lacaba, CPA – Accountant III By Invitation: Other SDO, district, and school personnel, including concerned focal persons and subject matter experts, may be invited to participate in the evaluation of research proposals, as necessary, based on the evaluation requirements and the expertise needed.
Secretariat	1. Galina V. Panela – SEPS, PRS 2. Ma. Marlie M. Mendoza – PO III 3. Rosalia M. Rivera – SEPS, SMME 4. Asther Bachar – EPS II SMME

3. The SDRC shall perform the following functions in managing research initiatives at the Schools Division level:

- Provide direction for research initiatives based on the Basic Education Research Agenda and other identified national, regional, and division research priorities;
- Evaluate and approve research proposals and related research initiatives submitted by schools and community learning centers (CLCs) for funding under the Basic Education Research Fund (BERF), subject to applicable guidelines;
- Evaluate and approve research proposals and related research initiatives to be funded through other sources, in accordance with applicable policies and regulations;
- Establish partnerships with academic and research institutions, government agencies, and other DepEd offices for the implementation of education research initiatives and projects;
- Prepare and submit reports to the Regional Research Committee (RRC) on research initiatives conducted in the division, regardless of funding source;

- f. Address emerging issues concerning the management and conduct of research;
 - g. Ensure that proposed research budgets and cost estimates comply with existing accounting and auditing rules and regulations; and
 - h. Endorse approved school-level research proposals to the Regional Office for confirmation and the release of BERF funds, subject to applicable guidelines.
4. To facilitate the evaluation and approval of research proposals, SDRC members may designate permanent alternates to represent them during committee meetings when they are unavailable, subject to the applicable guidelines and approval requirements.
5. The SDRC Secretariat shall perform the following functions:
- a. Organize, coordinate, and document committee meetings;
 - b. Conduct the initial screening of submitted research proposals to determine compliance with submission requirements and guidelines;
 - c. Assist the SDRC in evaluating proposals and recommending them for approval using the criteria and scoring template provided in Annex 4 of DepEd Order No. 16, s. 2017;
 - d. Coordinate with academic and research institutions, government agencies, and other DepEd offices regarding research initiatives and activities;
 - e. Provide technical assistance to researchers in the preparation, implementation, and completion of their studies;
 - f. Conduct periodic monitoring of research initiatives in schools and CLCs within the division;
 - g. Prepare periodic accomplishment reports on division research initiatives; and
 - h. Prepare the necessary supporting documents and complete staff work to facilitate the performance of the Committee's functions.
6. For inquiries or further clarification, you may contact Galina V. Panela, SEPS-PRS, through email at galina.panela@deped.gov.ph.
7. Immediate dissemination of and compliance with this Memorandum are desired.


JOEL A. ZARTIGA PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent



Enclosure: None
 Reference: As stated

To be indicated in the Perpetual Index under the following subjects:
 SDRC RESEARCH

SGOD-PRS-GVP