October 14, 2026

DIVISION MEMORANDUM
PRS-2026- 533

PILOT TESTING OF THE RESEARCH AND INNOVATION MANAGEMENT SYSTEM (RIMS)

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 support of the Department's strategic lever on delivery and governance, particularly the Third Lever: Digitalization, and pursuant to DepEd Order No. 16, s. 2017, titled Research Management Guidelines, and Division Memorandum No. 579, s. 2024, titled Dissemination and Adoption of Innovation Management Guidelines, this Office, through the Planning and Research Section (PRS), announces the pilot testing of the Research and Innovation Management System (RIMS) from October 15 to November 30, 2026.

2. The RIMS aims to:
   a. establish a centralized database of research studies and innovation projects in the Division;
   b. streamline the submission, evaluation, and approval processes for studies and innovations submitted by personnel across the Division; and
   c. provide proponents and researchers with real-time updates on the status of their submissions.

3. In this regard, all Schools Division Research Committee (SDRC) members and other concerned Division Office and school personnel are enjoined to register and request access to the RIMS through this link: **bit.ly/RIMCalbayog on or before October 23, 2026**.

4. To familiarize users with the system's features, access procedures, and workflows, an orientation on the RIMS shall be conducted according to the following schedule:

Date and Time	Participants	
November 9, 2026 1:00 PM to 5:00 PM	SDRC Members, EPSs, PSDSs, and Unit/Section Heads	SDO Conference Hall
November 10, 2026 8:00 AM to 12:00 NN	Public School Heads from - Oquendo I to III Districts - Tinambacan I to III Districts	SDO Conference Hall

November 10, 2026 1:00 PM to 5:00 PM	Public School Heads from - Calbayog I to VI Districts	SDO Conference Hall

5. The process flow and features of the RIMS are presented in the following enclosures:

a. Enclosure No. 1: User (Proponent/Researcher) Access
b. Enclosure No. 2: User and Evaluator Access

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: *As stated*
Reference: *As stated*

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

SGOD-PRS-GVP

DEPED DIVISION OF CALBAYOG CITY
RELEASED
DATE 05 NOV 2026
BY
CALBAYOG CITY

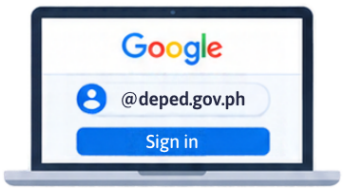
Enclosure No. 1 of DM #533, s. 2026

USER (PROPONENT/RESEARCHER) ACCESS

Research and Innovation Management System (RIMS)

Step-by-Step Guide

1



Sign in to your DepEd Google account.

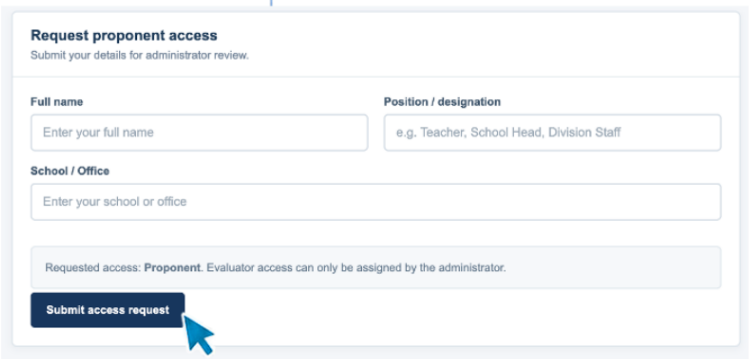
Open your browser and ensure that you are signed in using your official @**deped.gov.ph** account.

2

https://bit.ly/RIMCalbayog

Request access to the RIMS.

Visit **https://bit.ly/RIMCalbayog** and submit an access request to the RIMS administrator.



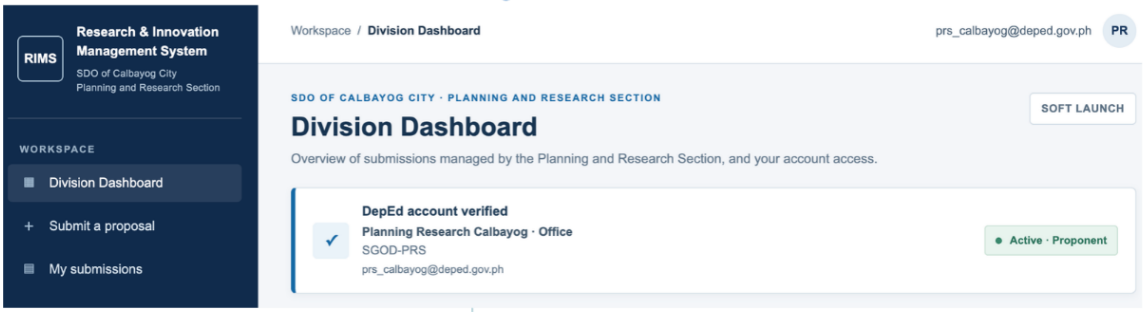
3



Wait for account approval.

Once your access request has been approved, refresh your browser to apply the updated access permissions.

4



Access the RIMS dashboard and features.

After approval, the following options will be available on the right-hand pane of the system:

Division Dashboard
View the division-level dashboard , templates, and relevant information.

Submit a Proposal
Submit a completed or proposal of your research or innovation through the RIMS.

My Submissions
View and monitor the status of your submissions and status.

Enclosure No. 2 of DM # 533, s. 2026

USER AND EVALUATOR ACCESS

Research and Innovation Management System (RIMS)

Step-by-Step Guide

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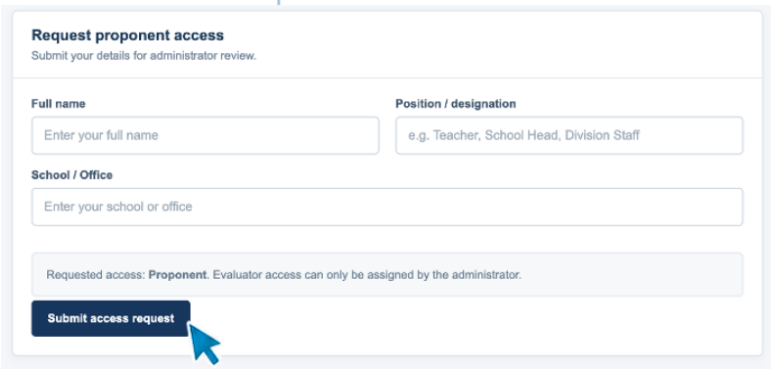

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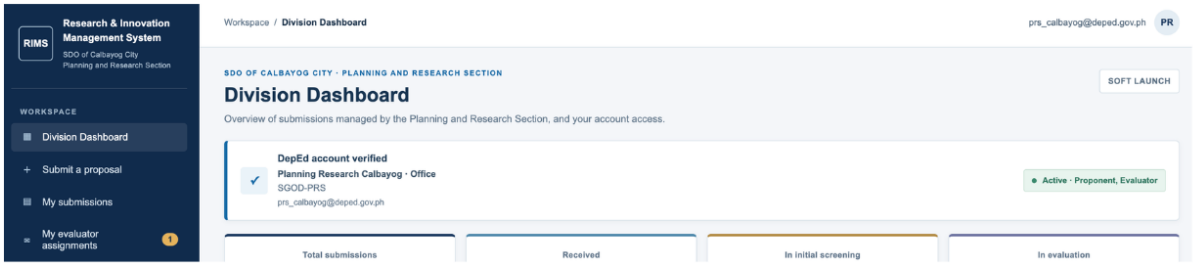

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My Submissions
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My evaluator assignments
Access assigned proposals, download and complete the evaluation form, and submit it through the RIMS.