



Republic of the Philippines  
**Department of Education**  
REGION VI – Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

FEB 19 2025

**DIVISION MEMORANDUM**

No. 131 s., 2025

**RE-COMPOSITION OF DIVISION RESEARCH & INNOVATION COMMITTEE**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
School Heads  
All Other Concerned

1. In reference to the Regional Memorandum No. 1011, s. 2024, titled Updated Schools Division Research Committee (SDRC) Roles, Responsibilities, and Composition and Regional Memorandum No. 175, s. 2021 titled Institutionalization of the Educational Innovation in Region VI, this Division Memorandum convey to the field the newly reconstituted DIVISION RESEARCH & INNOVATION COMMITTEE effective January 1, 2025:

Chair: Mark Anthony J. Tan, PhD, OIC - ASDS  
Co-Chairs: Ma. Theresa Q. Bingcang, PhD, Chief- SGOD  
: Elizabeth B. Romo, PhD, OIC Chief- CID  
Adviser : Dannie Clark M. Ugul, CESE  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

Members :

Araceli A. Craus, PhD, SEPS- Planning & Research

CID Representatives

- |                             |                            |
|-----------------------------|----------------------------|
| 1. Jordan T. Beleganio, PhD | 4. Feliciano Mercurio      |
| 2. Romeo B. Santillan, PhD  | 5. Marlon L. Solivio, PhD  |
| 3. Marilyn B. Gamboa, PhD   | 6. Glendame E. Flores, PhD |

On-call members: Education Program Supervisor (EPS) Concerned – by invitation depending on the nature of research.

Secretariat :

Engr. Brenda C. Labangco – Planning Officer III

School Heads:

- |                       |                       |                        |
|-----------------------|-----------------------|------------------------|
| 1. Decelyn C. Doletin | 3. Jerson F. Donasco  | 5. Al G. Tayoba        |
| 2. Dinah T. Tablan    | 4. Rosalie D. Delenia | 6. Jaypee E. Santillan |

Teachers Group : ( Junior/Senior High)

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. Mark T. Sagayno               | 6. Vivian Jumawan           |
| 2. Marjorie Joy Beleganio        | 7. Alfie V. Silva           |
| 3. Russel Bustamante             | 8. Estele Nica Marie Dunlao |
| 4. Aroebelle Pearl L. Pasamanero | 9. Shuena Mie Sarita        |
| 5. Lesser Loc                    |                             |



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Teachers Group : ( Elementary Level )

- |                       |                          |
|-----------------------|--------------------------|
| 1. Grace B. Alinicado | 6. Harry Jey D. Jarabelo |
| 2. Fe N. Bayona       | 7. Genevieve F. Manglar  |
| 3. Francis Jay Jimera | 8. Beryl C. Dulla        |
| 4. Joy B. Fernandez   | 9. Edmar L. Baluado      |
| 5. Mary Grace V. Yee  | 10. Mesiel L. Arevalo    |

2. The Division Research Committee (DRC) will assume research management responsibilities at the school division level. The DRC will have the following roles and responsibilities:

- a. Provide directions on research initiatives through the national and local Basic Education Research Agenda and the other identified priority research areas in the division;
- b. Evaluate and approve research proposals and other related research initiatives from the schools and community learning centers (CLCs) to be funded under BERF and other fund sources;
- c. Coordinate and assist the District Research Committee in their District level initiatives such as conducting of research proposal writing, research festival that includes presentation of completed research worth sharing with the different schools within the district, and conducting echo seminars/training on learning acquired on research;
- d. Coordinate and assist the District Research Committee in contextualizing education research agenda in districts, schools, and learning centers.
- e. Evaluate and recommend approval of District research proposal/s for BERF/SEF funding;
- f. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects;
- g. Resolve emerging issues on the management and conduct of research including submission of reports to the Regional Research Committee on all initiatives conducted in the division for research and innovation;

On INNOVATION

- h. Provide directions to INNOVATION initiatives, programs, and related activities;
- i. Coordinate and assist the District Research Committee to showcase the innovative implementation of basic education services in at least five (5) classifications namely: Teaching, Teaching-Related, Non-Teaching, Farm School Implementer, and the Most Sustained Innovation;
- j. Evaluate, approve and recommend Innovation papers from the District level to the Division for selection as entry to the Regional INNOVATION Showdown.





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3. The District Research Committee is instructed to reconstitute their membership effective immediately. Specifically, giving priority to those researchers and innovators given various capacity training in Research & Innovation paper writing. An annual Activity Plan of district activities must be submitted to the Division Office for approval so the committee can function as a platform for research and innovations from the school and other learning centers.
4. There shall be no discrimination in the implementation of this Memorandum on account of age, school, gender, civil status, disability and religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
5. Widest and immediate dissemination of this Memorandum is desired.

**DANNIE CLARK M. UGUIL, CESE**

Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent



Reference: DO#16, s. 2017; RM#1011, s. 2024; RM#175, s. 2021  
No. of Pages: 3  
To be indicated in the Perpetual Index under the following subjects

**POLICY RESEARCH INNOVATION COMMITTEE**

SGOD\_ Research/Innovation  
2/7/2025