



Republic of the Philippines  
**Department of Education**  
Region VI- Western Visayas  
**DIVISION OF SAGAY CITY**

MAR 31 2025

**DIVISION MEMORANDUM**

No. 239, s. 2025

**EMPOWERING EDUCATORS: CAPACITY BUILDING THROUGH  
RESEARCH (Phase 2)**

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

1. In reference to DepEd Order No. 16, s. 2017, titled Research Management Guidelines, Regional Memorandum No. 648, s. 2022, titled New Guide in Writing and Evaluating Action/Basic Research Proposal, RM No. 115, s. 2024 titled Updated Guidelines in the Educational Innovation Showdown, and RM No. 329, s. 2023 titled Adoption of the Regional Research Agenda and Quality Control Checklist Expanded Rubrics in Appraising Completed Action/Basic Research, this Division Memorandum convey to the field the conduct of *Empowering Educators: Capacity Building Through Research (Phase 2)* on April 2-5, 2025. The venue is Palmas Del Mar Resort, JR Torres Avenue, Brgy. Tangub, Bacolod City.

2. The list of participants, which also serves as a reference for their travel order, is attached to this Division Memorandum. Further, they are instructed to be at the venue by 8:00 a.m. on April 2, 2025.

3. This activity aims to:

- a. prepare proposals using the standard template/structure align with DO#16, s. 2017 Research Agenda;
- b. equip the participants with the knowledge and skills on content or parts of the action/basic research and innovation proposal as it is arrange in logical order and connect to the related succeeding process;
- c. prepare participants of each school/district to become trainers in their respective levels.

4. The Registration Fee of Six Thousand Eight Hundred Pesos (Php 6,800.00) includes only the board and lodging fee for participants, which will be charged to the School's MOOE. A separate budget for transportation and other incidental expenses is also charged to the School's MOOE.

The board and lodging for the Program Management Team (PMT), along with other related teaching personnel in the Division Office, as well as transportation expenses and training supplies, will be charged to the HRD Fund.



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5. To ensure the orderly conduct of the sessions and to maximize learning, participants are requested to bring the following items to the venue:

- a. laptop and Wi-Fi connection
- b. one printer for each district along with extra bond paper
- c. any personal maintenance medications

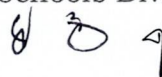
6. Participation of nationally paid teaching and teaching-related personnel beyond regular school days qualifies for service credits (DO 53, s. 2003), while non-teaching and contractual personnel are entitled to Compensatory Overtime Credit (COC). All personnel must submit Form 48 on time, indicating their time rendered, event participation, school assignment, and designation. They must also comply with documentary requirements stated in Division Memo 132, s. 2025, reiterating Regional Memo 140, s. 2025.

7. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such assessment on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

8. The widest and immediate dissemination of this Memorandum is desired.

  
**DANNIE CLARK M. UGUIL**

OIC - Schools Division Superintendent





Encl: as stated  
References: RM No. 648, s.2022; RM No. 329, s. 2023; RM No. 115, s. 2024  
No. of Pages: 4

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

*SGOD.Research & Innovation*  
3/28/2025





**Republic of the Philippines**  
**Department of Education**  
 Region VI - Western Visayas  
**SCHOOLS DIVISION OF SAGAY CITY**

Name	School	District	FACILITATORS ( DTWC )
1. Adraneda, Elizabeth	J.B.Puey Sr. ES	1	Fernandez, Joy
2. Pahuriray, Vina	J.B. Puey Sr. ES		
3. Bantillan, Rubylyn	J.B. Puey Sr. ES		
4. Baja, Joseph	General Luna ES		
5. Requiron, Fritzie	General Luna ES		
6. Estrada, Lorna	AEMSES		
7. Fuentesfina, Genelyn	AEMSES-SOF		
8. Magbanua, Rey	AEMSES-SOF		
9. Lamason, Lolybeth	B.V. Rodriguez ES		
10. Lobaton, Hanna Grace	B.V Rodriguez ES		
11. Ardo, Lilibeth	Ma. Lopez ES	2	Manglar, Genevieve
12. Lumayno, Heidi	Sir Arthur Cooper		
13. Gaitan, Margen	Raynor Mesa ES		
14. Alegre, Rachel	Ma. Lopez ES		Lumayno, Heidi
15. Iglesia, Marites	Cesar Gamboa ES		
16. Jumayao, Isidora	Josebio Gonza ES		
17. Saratobias, Flordeliza	R. Gamboa ES		
18. Aguipo Jr., Mansueto	Melchor Salcedo ES	3	Tablan, Dinah
19. Nunez, Rhiza	Melchor Salcedo ES		
20. Tablan, Dinah	Maquiling ES		
21. Tambolero, Jaecel Mae	Maquiling ES		
22. Minor, Cheryl	Uychiat ES		
23. Villaceran, Tisa	MaquilingExt.-Cross Bago		
24. Lopez, Ramelo	Macamilco ES		
25. Batiller, Reggie	Campo Himoga-an		
26. Aguipo, Jelyn	Campo Himoga-an		
27. Natan, Jo Arvy	Manara ES		
28. Lampaurog, Crisalyn	Manara ES		
29. Plaza, Sheira	RVAgustin ES		
30. Pedelo, Glenn	Vito ES	4	
31. Pacheco, Kaikiyi	Vito ES		
32. Mandalupi, Ggina	Vito ES		
33. Cubio, ma. Eunice	Matabas ES		
34. Melgar, Zandy Feah	Molocaboc II		
35. Magno, Ruel	Molocaboc II		
36. Modelo, Christine	RTES		
37. Vince, Juliet	RTES		
38. Solivio, Dennis	Tuong ES		
39. Martorilla, Rey	ETCEES		
40. Alberio, Roy	RTES-SESCO		
41. Santillan, Jaypee	Suyac ES	5	
42. Villafior, Love Joy S.	Suyac ES		
43. Gometon, Sharon Rose	Bulanon ES		
44. Lacuesta, Marianne	Talusan ES		
45. Compania, Sandra	Talusan ES		
46. Cabillon, Ma. Fe	Old Sagay ES		
47. Buhat, France Marie	Old Sagay ES		
48. Rublico, Haide	PR-1 ES		
49. Ga-ang, Racquel	PR-1 ES		
50. Laper, Kris O.	PR-2 ES		
51. Flores, Roberto Jr.	Onofre de la Paz ES		
52. Vergoles, Maris	Onofre de la Paz ES		
53. Nieves, Angie	ETCESS		
54. Sanchez, Renante	Lopez Jaena ES	6	Martorillas, Marites
55. Martorillas, marites	Lopez Jaena ES		
56. Lequigan, Cyba R.	Lopez Jaena ES		
57. Osal, Noemi	ShermanHill IS		
58. Baluado, John	ShermanHill IS		
59. Villaceran, Brian	Baviera ES		
60. Ninte, Faith	Baviera ES		
61. Flores, Regieleee	Laon ES		
62. Amante, Gerly	Laon ES		
63. Gansan, Juliet	Campo Santiago ES		
64. Pisalvo, Roberene	Campo Santiago ES		



Name	School	District	FACILITATORS ( DTWC )
65. Belacas, Leonora	RTHalipa ES		
66. Viterbo, Jennyrose	RTHalipa ES		
67. Tapia, Alquiver	RVAgustin ES		
68. Gonzales, Kristine Mae	Pacol ES		
69. Zoneta, Mary Grace	Briones-Salcedo ES		
70. Logatiman, Nenita	Briones-Salcedo ES		
71. Dolino, Edmar Rose	Fabrica ES	7	Baluado, Edmar
72. Baluado, Edmar	Hautea ES		
73. Arevalo, Mesiel	Hautea ES		
74. Alvarez, Ryan	Hautea ES		Arevalo, Mesiel
75. Vergara, Van Jerwin	V.Analucas ES		
76. Jonota, Andrea	GLES		
77. Gonzales, Marilou	GLES		
78. Castroverde, Fenny	GLES		
79. Loc, Lesser	Jesus LizaresNHS	8	Loc, Lesser
80. Inion, Marialyn	Sewahon NHS		
81. Jonota, Ruby	Patricio Baviera NHS		
82. Fuentes, Melona	Patricio Baviera NHS		
83. Delenia, Rosalie	Bato NHS -		John Emmil Manait
84. Guadalo, Sharon	Bato NHS- J&S		
85. Tiangson, Joie	Bato NHS-J&S		
86. Boneta, Nearly Shane	Cpo.Bago NHS		
87. Zaragoza, Jerry	ELMIS - Senior HS	9	Bayona Fe
88. Navales, Mary Venice	Sagay Eco-Zone J&SS		Jimera Francis Jay
89. Posadas, Marisol	Sagay Eco-Zone J&SS		
90. Montano, Wilyn	HBIS-J & S		
91. Basas, Roberto	HBIS_Elem		
92. Sanipa, Ronnie Boy	B. Mahilum ES		
93. Ortega, Jocelyn	Molocaboc IS		
94. Carton Edjeren	Molocaboc IS-Elem		
95. Florendo, Bernie	SV Aguilar IS		
96. Lamason, Alexander	Colonia Divina IS-Elem		
97. Mahilum, Jeffrey	ELMIS- -ALS		
98. Alegre, Angelu	ELMIS - ALS		
99. Donasco, Jerson	Sagay NHS-Senior	10	Pasamanero, Aroebelle
100. Catador, April Jean	Sagay NHS-Senior		
101. Gracia, Irene Gella	Sagay NHS-Junior		
102. Dumlao, Estelle Nica	Sagay NHS-Junior		
103. Villar, Amie Rose	Trinidad Lopez Dgonzaga NHS		
104. Hermosa, Arnel	Trinidad Lopez Dgonzaga NHS		
105. Lagoyo, Rene Boy	Old Sagay NHS		
106. Magbanua, Jaycee Peiri	Old Sagay NHS		
107. Lobaton, Jessa	Vito NHS -		
108. Yanson, Cedrick	Vito NHS -		
109. Pabuaya, Erlinda	Bulanon FS - Onofre Ext.		
110. Dacules, Rhona	Bulanon FS - Onofre Ext.		
111.. Baldomar, Guen F.	Bulanon Farm School		
112.Sumugat, Joegie	Bulanon Farm School		
113. Tayoba, Al	Sagay Eco-Zone FS		Facilitator - Innovation
114. Doletin, Decelyn	Sagay City Farm School		Facilitator - Innovation
115. Silva, Alfie	HBIS-JSHS		Facilitator - Research
116. Pasamanero, Aroebelle	Sagay NHS-SHS		Facilitator - Research
117. Jaravelo, Harry Jey	ELMIS - Elem		Facilitator -Innovation
118. Lee, Mary Grace	ELMIS - Elem		Facilitator - Innovation
119. Manglar, Genevieve	MLES		Facilitator - QCC
120. Manait, John Emmil	Bato NHS		Facilitator - Research
121. Fernandez, Joy	J. Bpuey Sr. ES		Facilitator - Research
122. Bayona, Fe	ELMIS-Sec		Facilitator - Innovation
123. Jimera, Francis Jay	ELMIS- Sec		Facilitator - Innovation
124. Flores, Glendame			Related Teaching (PSDS)
125. Tan, Mark Anthony J.			ASDS- Chair Division Research
126. Solivio , Marlon			Related Teaching (EPS)
127. Nurse Alyssa			PMT - Nurse
128. Labangco, Brenda			PMT
129. Craus, Araceli			Focal Person

Prepared by:

**Araceli A. Craus**

SEPS-Planning & Research



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