



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 283 , s. 2025

May 16, 2025

**DIVISION CAPABILITY BUILDING ON ACTION RESEARCH PROPOSAL WRITING
AND RESEARCH FORUM**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
All Public Elementary and Secondary School Heads
All Elementary and Secondary School Research Coordinators
All Others Concerned

1. This Office, through the Schools Governance and Operation Division (SGOD) hereby announces the conduct of **Division Capability Building on Action Research Proposal Writing and Research Forum on June 3-4, 2025.**

2. The objective of this activity is to:

a.) orient research committees, research coordinators, and secretariat members on the enhanced Research Management (RM) Cycle and their corresponding roles and responsibilities per Research Management Guidelines (RMG).

b.) capacitate prospective research proponents (BERF, Non-BERF, DO-initiated) on how to conceptualize in writing research proposals; and

c.) provide technical assistance to the Schools Division Research Committee (SDRC) on areas of research partnership.

3. This activity will be attended by the following:

a.) Schools Division Research & Innovation Committee (SDRIC)

Chairman	John Ariel A. Lagura PhD	OIC Asst. Schools Division Superintendent
Co- Chairman	Janet T. Butalid PhD	OIC, CID Chief
	Maurine C. Castaño	SGOD Chief
Adviser	Wilfreda D. Bongalos PhD CESO V	Superintendent
Members	Ma. Antonette P. Dugang PhD	EPSvr- SGOD
	Cherry Michelle Collyer PhD	EPSvr- Science
	Fe Rallos	Finance Unit /Budget Officer
	Rosene D. Olaivar PhD	Secretariat/ EPS II HRDS
	Aimee Amistoso PhD	EPSvr- English
	Beatriz Incog EdD	EPSvr- Filipino
	Nenita Incog PhD	EPSvr- APP



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	Alberto Lacang	EPSvr-MAPEH
	Joseph Barette	EPSvr- TLE/ EPP
	Neolita Sarabia EdD	EPSvr- LR
	Elisa Geagonia EdD	EPSvr- Math
	Juanita Lafuente DevEdD	EPSvr- SPED/Kinder
	Aquilino T. Milar Jr. PhD	Administrative Officer V
RRIC	Sheena Mae Cominghud Phd	Regional Research Coordinator

b.) Elementary and Secondary Principals

c.) Elementary and Secondary School Research Coordinators

School (Elementary)	Principal	School Research Coordinator
1. Bool ES	Joselito Galindo PhD	Lorna Mae P. Pungay
2. Booy ES	Ma. Chona A. Roxas	Romeo John B. Balon
3. Booy South ES	Clementina A. Gamil	Mecheil A. Mercader
4. Cabawan ES	Jerry Belecina	Judith V. Carbon
5. City East ES	Editha Gone	Angelita Patos
6. Cogon ES	Ma. Rachel Omasas EdD	Josephine Moreno
7. Dampas ES	Ma. Dulce Alma A. Lapos	Maeshell S. Agot
8. Dao ES	Basilides Sempron PhD	Josephine Acedo
9. Eastern Cogon ES	Felipe D. Epe	Roselle M. Sunit
10. Manga ES	Proserpina Doroy	Marlene G. Madrio
11. Mansasa ES	Eldebrando Correa	Farrah A. Estoce
12. San Isidro ES	Eufe Rhoda R. Galon	Rex Celocia PhD
13. TCCES	Concepcion Gallentes	Aly Marie L. Cajilog PhD
14. TCC-SPED	Lemuel Barol	Florencio P. Karaan Jr.
15. Taloto ES	Lorelei Anore	Rodilyn S. Pajo
16. TipTip ES	Ma. Dioscora Sayon	Cecilia D. Sulague
17. Ubujan ES	Marilyn M. Goti-ay	Annabelle M. Pergamino EdD
School (Secondary)	Principal	School Research Coordinator
18. CTNHS	Jesilo Jala	Dejjei Acero
19. CNHS	Justino Canda	Renoir Apalisok
20. DCPNHS JHS	Corazon A. Samuya	Babe Celeña B. Isaga Phd
21. DCPNHS SHS	Legardo Palaca	Lanie Gutas DevEd
22. MNHS	John Jenelou Israel	Raymond A. Gone
23. MNHS	Alberto Tibod Jr.	Florafel C. Datoy EdD
24. SINHS	Eutropia Arcayena	Ma. Linda T. Fallar
25. TCSHS	Grace Marie Campos	Lucille S. Varquez PhD
26. TNHS	Nilo Sendrijas	Jeanette Dag-um

e.) BERF 2024 & 2025 Grantees

BERF 2024 Grantees	Juliet Selma	Rogelio Alago
	Jonathan Gales	Mercy Mae Serate EdD
	Lanie Gutas	Legardo Palaca EdD
	Ma. Aileen Salibay	Dennis Galope
	Procilita Milar EdD	
BERF 2025 Grantees	Liza Maquiling PhD	Rosalie Abueva
	Glaiza Jala EdD, Juanita Lafuente DevEd , Concepcion Gallentes	

4. **A Registration Fee of Four Hundred Fifty Pesos (Php 450.00) per day per participant, with a total of Nine Hundred Pesos (Php 900.00) for two (2) days, for BERF 2024 & 2025 Grantees who will be joining us only on day 2 will register only for one day** will be collected from each participants to cover meals and snacks, expenses relative to the conduct of the activity shall be charged against Division Office Funds/ MOOE(for SDO participants) and School Funds/ MOOE (for participants from the schools). Expenses relative to the conduct of the activity are subject to the usual accounting and auditing rules and regulations. Payments can be made in cash or cheque to the DepEd Division of Tagbilaran City. Pre-registration is highly encouraged for participants from school starting **May 19,2025 or during the conduct of the training.**

5. Teacher participants in this activity shall be entitled to service credits in accordance with the provisions of DO No. 013, s.2024 (Revised Guidelines on the Grant of Vacation Service Credits for Teachers and DO No. 53, s.2003 (for participation in activity during weekends and holidays or vacations). On the other hand, non-teaching personnel shall be provided with Compensatory Time Off (CTO) per CSC DBM Joint Circular No. 2s,2024.

6. Venue of this activity will be announced on a separate memo.

7. For immediate and dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

