

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 28, 2026

DIVISION MEMORANDUM
No. 527, s. 2026

**CAPACITY BUILDING FOR SCHOOL RESEARCH COORDINATORS IN
EDUCATION RESEARCH**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
School Research Coordinators
All Others Concerned

1. In compliance with DepEd Order No. 16, s. 2017, which provides guidelines for the conduct, management, and utilization of research in the Department of Education, a **Capacity Building for School Research Coordinators in Education Research** will be conducted on the date and venue to be announced on a separate memorandum.
2. The activity aims to:
 - a. Strengthen the capacity of School Research Coordinators in managing the basic education research in schools;
 - b. Produce quality school-based research through functional research management at the school level;
 - c. Enhance utilization of research findings in school planning, instruction, and decision-making; and
 - d. Institutionalize a sustained culture of research-driven decision-making that improves education quality and learner outcomes.
3. Public Schools District Supervisors are requested to endorse participants from their respective districts for the above-mentioned training using the attached Template (Enclosure 3), subject to the following qualifications:
 - a. Designated School Research Coordinator
 - b. With at least Master's Degree in Education, Educational Management/Leadership
 - c. Performance Rating with at least Very Satisfactory for the last two rating period
 - d. Physically fit and preferably below 50 years old.

4. The following preliminary activities shall be conducted in preparation for the activity:

Activities	Schedule	Mode/ Venue
Online Pre-Work Orientation with the Learning Facilitators	May 4, 2026	MS Teams: https://bit.ly/3OtpTL5



San Roque, Virac, Catanduanes

052-8114063

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DSOW with the Learning Facilitators	May 8, 2026	Face to Face: To be determined
Deadline of the Submission of Participants	May 15, 2026	To be submitted through the Email Address: planning.ctd@deped.gov.ph


5. The learning facilitators should bring laptop and extension wire during the face-to-face activity. The list of expected participants and activity matrix are attached as enclosures.

6. The distribution of participants per district is shown below:

Districts	Number of Participants
Bagamanoc North	1
Bagamanoc South	1
Baras North	1
Baras South	1
Bato East	1
Bato West	1
Caramoran North	1
Caramoran South	1
Gigmoto	1
Pandan East	1
Pandan West	1
Panganiban	1
San Andres East	2
San Andres West	2
San Miguel North	1
San Miguel South	1
Viga East	1
Viga West	1
Virac North	2
Virac South	2
Total	24

7. Food and venue rental shall be charged to the CY 2026 SEF while transportation and other incidental expenses of the participants shall be charged to division/ school MOOE/ local funds, subject to the usual budgeting, accounting and auditing rules and regulations.

8. For information, guidance, and compliance.


MA. JEANY T. ABAYON
Asst. Schools Division Superintendent
OIC - Office of the Schools Division Superintendent



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Enclosure 1 of Division Memorandum No. 527, s. 2026

LIST OF PARTICIPANTS (PRE-WORK AND DSOW)

A. SDO-Based Participants

1. Ma. Jeany T. Abayon – OIC – Schools Division Superintendent
2. Delfin A. Bondad – Assistant Schools Division Superintendent
3. Romel G. Petajen – CES – CID
4. Mary Jean S. Romero – CES – SGOD
5. Aroline T. Borja – EPS – SGOD
6. Floren P. Clavo – SEPS – P&R
7. Ma. Rita SR. Tablate – SEPS – SMME
8. Carol P. Gil – SEPS – HRD
9. Elizabeth S. Urbano – EPS II – HRD
10. Imaculate T. Latorre – EPS II – SocMobNet

B. School-Based Participants

Job A. Samudio Jr.	Catagbacan ES	QA Evaluator
Dianne Fritz Manuel - Zafe	JMAMES	Learning Facilitator
Elmer V. Zafe	Buyo IS	Learning Facilitator
Erwin de Jesus	Bagamanoc RDHS	Learning Facilitator
Nelvin Villamartin	Rizal ES – Viga	Learning Facilitator
Pio Teleg Jr.	Bato RDHS	Learning Facilitator
Jessa F. Purcil	Cabcab NHS	Learning Facilitator
German Tejada Jr.	Dororian NHS	Learning Facilitator
Zoren I. Añonuevo	Baras RDHS	Learning Facilitator
Michael Cion	Tubli NHS	Learning Facilitator
Jennierose Rodriguez	Pandan East	Learning Facilitator
Rosalie O. Walet	Cabuyoan ES	Learning Facilitator
Keith Maureen Ralla	San Juan ES	Learning Facilitator



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Enclosure 2 of Division Memorandum No. 527, s. 2026

ACTIVITY MATRIX

A. Online Pre-Work Orientation with the Learning Facilitators

Time	Activities	In-Charge
9:00 – 9:15	Preliminaries	AVP
9:15 – 9:30	Welcome Remarks	Mary Jean S. Romero CES – SGOD
9:30 – 9:45	Statement of Purpose	Aroline T. Borja EPS – SGOD
9:45 – 12:00	Orientation Proper <ul style="list-style-type: none"> • Assessment Materials • Curriculum Vitae • Instructional Design • Implementation Plan • Learning Resource Materials • Profile of Participants • Work Application Plan 	Elizabeth S. Urbano EPS II – HRD Maria Rita SR. Tablate SEPS – SMME
12:00 – 1:00	Lunch Break	
1:00 – 4:00	Writeshop	Participants
4:00 – 5:00	Submission of the Outputs	Participants

B. DSOW

Time	Activities	In-Charge
8:00 – 8:15	Preliminaries	AVP
8:15 – 8:30	Welcome Remarks	Mary Jean S. Romero CES – SGOD
8:30 – 8:45	Statement of Purpose	Romel G. Petajen CES – CID
8:45 – 9:45	Messages	Delfin A. Bondad ASDS Ma. Jeany T. Abayon OIC -SDS
9:45 – 10:00	Mechanics in the Walkthrough of the Materials	Floren P. Clavo SEPS – PRS
10:00 – 12:00	Presentation of Slide Decks and Session Guides	Learning Facilitators
12:00 – 1:00	Lunch	
1:00 – 2:00	Continuation of the Presentation of Slide Decks and Session Guides	Learning Facilitators
2:00 – 4:30	Finalization of the Documents and Materials for NEAP Quality Assurance	Learning Facilitators, PMT
4:30 – 5:00	Closing Program	



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Enclosure 3 of Division Memorandum No. 527, s. 2026

**TEMPLATE FOR THE ENDORSEMENT OF PARTICIPANTS TO CAPACITY
BUILDING FOR SCHOOL RESEARCH COORDINATORS IN
EDUCATION RESEARCH**

MA. JEANY T. ABAYON
OIC – Schools Division Superintendent
This Schools Division Office

Madam:

This is to formally endorse the following School Research Coordinator/s for his/ her/ their participation in **CAPACITY BUILDING FOR SCHOOL RESEARCH COORDINATORS IN EDUCATION RESEARCH** to be conducted in August 2026:

Name	Position	School	District

We certify that the endorsed participant/s meet the qualifications set by this Schools Division Office and is/ are hereby authorized to attend the said training.

Thank you.

Very truly yours,

NAME
Public Schools District Supervisor



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