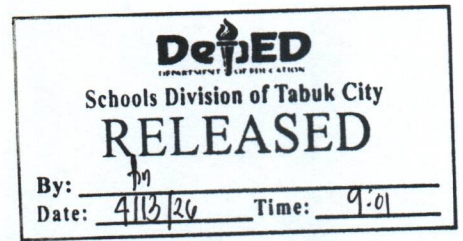




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Tabuk City



April 8, 2026

DIVISION MEMORANDUM
 No. 150, s. 2026

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public and Private Elementary and Secondary School Heads
 All others Concerned

RECONSTITUTION OF THE SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)

1. Pursuant to DO 16, s. 2017, to promote the culture of research and to provide guidance on research directions, particularly in aligning such initiatives with the national and local Basic Education Research Agenda, a Schools Division Research Committee (SDRC) was organized in SDO Tabuk City. As stated in the DepEd Order, the SDRC will assume the responsibilities of research management at the schools division level and will spearhead the call for proposals, evaluation, approval, and grant of available funds for research proposals, partnerships, and dissemination of results.

2. As a result of the movement and designation to key positions of DepEd CAR personnel, the SDRC is hereby reconstituted as follows:

Person Involved	Functions and Terms of Reference
Christopher C. Benigno , PhD, EdD, CESO VI, OIC-SDS SDRC Adviser	<ul style="list-style-type: none"> ➤ Approves research proposals ➤ Accepts research completion reports
Ginadine L. Balagso , ASDS SDRC Chair	<ul style="list-style-type: none"> ➤ Recommends research proposals for approval and research completion reports for acceptance to the SDRC Adviser after passing evaluation and review by the SDRC Co-chairs and members
Sally P. Feken , PhD, CES SGOD Co-Chair	<ul style="list-style-type: none"> ➤ Reviews and endorses to the SDRC Chair research papers related to (School) Governance and Operations, Child Protection, Human Resource Development, DRRM, Gender and Development



<p>Ramonchito A. Soriano, CES CID Co-Chair</p>	<ul style="list-style-type: none"> ➤ Reviews and endorses to the SDRC Chair research papers related to Teaching and Learning, Inclusive Education, and Curriculum Implementation
<p><i>SDRC Members:</i></p> <p>Emmanuel C. Ubuan, EPS Math/ SHS Focal Cresencia M. Na-oy, EPS Science/ Inclusive Ed focal Thelma B. Galicia, EPS Araling Panlipunan/ Madrasah Focal Nicasio C. Sumarita Jr., EPS EsP/ Focal for GAD/ Multigrade/ Career Guidance Maribel M. Bravo, EPS English/ Focal on Journalism Helen B. Orap, EPS LRMS/ MTB-MLE Focal Doddie Marie L. Duclan, EPS Filipino Josefina B. Balisong, EPS TVL-TLE Marionette S. Dooma- EPS ALS/ Kindergarten Focal Romel A. Alcanzarin- EPS MAPEH Federico C. Flores- EPS SGOD/ SBM Focal/ Sports Focal Deewaii B. Bagayao, SEPS Planning and Research</p> <p><i>Public Schools District Supervisors:</i> Ferdinand A. Malagyab Joan M. Ranjo Emily B. Langkit, IPEd Focal Henry B. Alunday Corazon G. Bravo, Learner Assessment Focal Robert B. Binha-on Karen W. Tabanganay Gemmeline C. Bumanglag, ADM Focal Maria Medea C. Vallejo Mildred S. Cabay</p>	<ul style="list-style-type: none"> ➤ Coordinates and collaborates with other SDRC members in the review and evaluation of research papers according to their respective (subject) areas/ program/ district ➤ Provides technical assistance to researchers on the conduct of their studies based on the identified need i.e. appropriateness and relevance of proposed interventions, innovations and strategies
<p>Deewaii B. Bagayao <i>Division Research Coordinator and Chairperson, SDRC Secretariat</i></p>	<ul style="list-style-type: none"> ➤ Manages the overall research-related initiatives of the Division ➤ Facilitates the review and evaluation of research papers submitted to the Division Office through the e-TABUK in Research initiative ➤ Organizes, coordinates, and documents meetings of the Committee ➤ Conducts initial screening of submitted proposals for compliance with submission guidelines. ➤ Liaises with academic and research institutions, government agencies, and other DepEd offices in the conduct of the research.



	<ul style="list-style-type: none"> ➤ Provides technical assistance to researchers on the conduct of their studies. ➤ Conducts periodic monitoring on research initiatives in schools and community learning centers (CLCs) within the division. ➤ Prepares periodic report on accomplishments related to division research initiatives; and ➤ Prepares complete staff work in support of the Committee's functions as needed.
<p><i>SDRC Secretariat Members/ Division Research TWG:</i></p> <p><i>Efren Danag, Planning Officer III</i> <i>Ashlyn Colangao, Master Teacher I</i> <i>Abegail Laquiao, Master Teacher I</i> <i>Daphny Divine Delson, Teacher III</i> <i>Gemmeline Bumanglag, PSDS</i> <i>Miguel Salvador, Teacher VI</i> <i>Shiela Esteban, Master Teacher II</i></p>	<ul style="list-style-type: none"> ➤ Assist the Chairperson of the SDRC Secretariat ➤ Assist in the conduct of initial screening of submitted proposals for compliance with submission guidelines ➤ Assists in providing technical assistance to researchers ➤ Aid SDRC members in recommending proposals for approval as per the criteria set in DO 16 s. 2017 ➤ assist the SDRC in the review and evaluation of research papers endorsed to the division office by providing technical inputs in the research papers ➤ assist in the provision of technical assistance during capability building and skills enhancement activities ➤ assist in the dissemination of research-related updates ➤ Provide inputs to advocacy plan/s in coordination with the SEPS in Planning and Research and assist in the conduct of activities related to the presentation and dissemination of research findings ➤ attend consultative meetings and the likes conducted by the SDRC ➤ always uphold ethical standards of research. ➤




Address: BCS Compound., Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>



3. The committee members are expected to dispense their functions in accordance to DO 16, s. 2017 and as stated in the terms of reference.
4. Henceforth, all research papers are expected to have been **initially reviewed** at the school and/or district level through their respective designated research coordinators and/or committees prior to the submission of the electronic copy (draft/initial submission) or hard copy (final copy incorporating needed revisions as advised by the SDRC) to the Division Office.
5. Immediate dissemination of and strict compliance to this memorandum is directed and shall remain in effect unless otherwise rescinded.


CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

SGOD/P&R/dbb/ReconstitutionoftheSDRC2026
8April2026



Address: BCS Compound., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

 DepEd Tayo Tabuk City