



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

06 AUG 2026

DIVISION MEMORANDUM
No. 361 s. 2026

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 262, S. 2026
TITLED RE-ESTABLISHMENT AND COMPOSITION OF THE SCHOOLS
DIVISION RESEARCH COMMITTEE (SDRC) AND ITS SECRETARIAT
PURSUANT TO DEPED ORDER NO. 16, S. 2017 WITH ITS DESIGNATED
TECHNICAL WORKING GROUP (TWG) AND LOCALIZED RESEARCH
NETWORK FOR THE FY 2027 BERF CALL**

To: Assistant Schools Division Superintendent
OIC, Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In reference to **Division Memorandum No. 262, s. 2026**, titled *Re-establishment and Composition of the Schools Division Research Committee (SDRC) and Its Secretariat Pursuant to DepEd Order No. 16, s. 2017 with Its Designated Technical Working Group (TWG) and Localized Research Network for the FY 2027 BERF Call*, this Office hereby issues the following additional information to designate and operationalize the **District Research Committees (DRCs)** and strengthen the school-level research support mechanism through the designation of **Master Teachers as research mentors** under the Division's Frontline Localized Research Network.

2. To strengthen frontline support and ensure quality assurance at the district level, there shall be **two (2) District Research Committees (DRCs) in every district**: one (1) for the Elementary level and one (1) for the Secondary level. Each District Research Committee shall be composed of:

- a. One (1) Research Focal Person/Chairperson;
- b. Two to three (2–3) Committee Members; and
- c. One (1) Secretariat.

The composition of the District Research Committees is attached as **Enclosure No. 1** of this Memorandum.

3. To strengthen school-based research implementation and capability building, each public elementary, secondary, and integrated school **with an**



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available Master Teacher may designate one (1) Master Teacher to serve as the school's research mentor.

The designation shall be made by the **School Head** from among the qualified Master Teachers in the school. The list of designated Master Teachers serving as research mentors shall be submitted through the **Public Schools District Supervisor (PSDS)** to the **Senior Education Program Specialist (SEPS) for Planning and Research** for consolidation, monitoring, and inclusion in the Division's Frontline Localized Research Network.

In schools without a Master Teacher, the School Head may designate a qualified teacher or existing School Research Coordinator to provide similar research support functions until such time that a Master Teacher becomes available.

4. The District Research Committees shall serve as the frontline quality assurance mechanism for research at the district level. Specifically, they shall:
 - a. conduct the initial screening and appraisal of research proposals prior to submission to the Schools Division Office;
 - b. verify compliance with prescribed research formats, documentary requirements, and mandatory attachments, including the required BERF forms, where applicable;
 - c. ensure adherence to research quality standards, ethical standards, and anti-plagiarism requirements;
 - d. provide technical guidance on research documentation and procedural requirements;
 - e. endorse compliant research proposals to the Schools Division Research Committee (SDRC) through the Senior Education Program Specialist (SEPS) for Planning and Research; and
 - f. assist the SEPS for Planning and Research in monitoring research implementation and other district-level research initiatives.

5. Complementing the functions of the District Research Committees, the **Master Teachers designated as school research mentors** shall provide coaching, mentoring, and technical assistance to teacher-researchers within their respective schools in research proposal development, research implementation, manuscript preparation, presentation, dissemination, and other research capability-building activities.

They shall likewise assist the School Head in strengthening the school's research program and fostering a culture of research and innovation, and coordinate with the District Research Committee on research-related technical concerns and activities.



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The performance of these functions shall be aligned with their regular duties and responsibilities as Master Teachers and shall be undertaken in a manner that **does not disrupt the protected Instructional Block or regular classroom instruction**, consistent with **DepEd Order No. 009, s. 2026** and other applicable DepEd policies on teachers' workload and instructional supervision.

6. The Public Schools District Supervisors shall facilitate the implementation of the Frontline Localized Research Network within their respective districts and ensure coordination among School Heads, District Research Committees, and Master Teachers designated as school research mentors.

The Senior Education Program Specialist (SEPS) for Planning and Research shall provide overall technical supervision, maintain the official registry of District Research Committees and designated school research mentors, monitor implementation, and recommend appropriate measures to further strengthen the Division's research program.

7. Expenses incurred by the District Research Committees relative to district-level research screening, monitoring, coordination, and other authorized research activities shall be charged against available School/District Maintenance and Other Operating Expenses (MOOE), subject to the availability of funds and the usual government budgeting, accounting, and auditing rules and regulations.

8. Other provisions of Division Memorandum No. 262, s. 2026, which are not modified by this Additional Information, shall remain in full force and effect.

9. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


ROEL F. BERMEJO

Schools Division Superintendent 

Encl.: As stated

References: DepEd Order No. 16, s. 2017; Division Memorandum No. 262, s. 2026

To be indicated in the Perpetual Index
under the following subjects:

COMMITTEES
MONITORING AND EVALUATION
RESEARCH

SCHOOLS
TEACHERS



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Enclosure No. 1 to Division Memorandum No. 361, s. 2026

DISTRICT RESEARCH COMMITTEE

District of Cuartero	PSDS: Lalain E. De los Santos, PhD	
Elementary		
Research Focal Person/Chairperson	Ailyn M. Ureta, EdD	School Principal II
Member 1	Romy L. Bermudo	School Principal IV
Member 2	Mabini P. Abellano	School Principal III
Member 3	Rhea Gen G. Belasa, EdD	School Principal I
Secretariat	Hanelyn F. Funa	Administrative Officer II
Secondary		
Research Focal Person/Chairperson	Expectacion J. Lacbanes	School Principal IV
Member 1	Mamerto C. Eusebio Jr.	School Principal II
Member 2	Liezel B. Delfin, JD	School Principal I
Member 3	Mark Nel Venus	School Principal I
Secretariat	Jayson Bearnod	ADAS
District of Dao	PSDS: Lalain E. De los Santos, PhD	
Elementary		
Research Focal Person/Chairperson	Roda M. Tolores	School Principal III
Member 1	Reynaldo Nam-ay	School Principal III
Member 2	Evangeline Fara-on	School Principal II
Member 3	Kristine Mae Alvaira	School Principal I
Secretariat	Eunice Marie E. Estrellan	Administrative Officer II
Secondary		
Research Focal Person/Chairperson	Estella Fano	School Principal III
Member 1	Julie Finlac	School Principal II
Member 2	Merry Joy Palomo	School Principal II
Member 3	Quinto Tagoc	School Principal IV
Secretariat	Maybel V. Bajada	Administrative Officer II
District of Dumalag	PSDS: Mae G. Frac	
Elementary		
Research Focal Person/Chairperson	July F. Falagne, EdD	School Principal II
Member 1	Isabel P. Aguro	Teacher-in-Charge
Member 2	Lourdes Lesyl F. Melchor	Teacher-in-Charge
Member 3	Mayvie Healfdene N. Felasol	Teacher-in-Charge



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Secretariat	Cherrie Mae G. Besorio	Administrative Officer II
Secondary		
Research Focal Person/Chairperson	Jimmy B. Billones, PhD	School Principal IV
Member 1	Myra F. Nerecena	School Principal II
Member 2	Vincet Lausa	School Principal I
Member 3	Scarlette A. Salazar	Administrative Officer II
District of Dumarao	PSDS: Johny A. Pugon	
Elementary		
Research Focal Person/Chairperson	Maybelle P. Gobuyan, EdD	Teacher III/OIC
Member 1	Leozen M. Gregorio	Teacher III/OIC
Member 2	Rosie S. Dordas	Teacher I/TIC
Member 3	Cheril V. Jinon	Teacher VI/OIC
Secretariat	Shane Marie H. Pielago	Administrative Officer II
Secondary		
Research Focal Person/Chairperson	Micle S. Haguisan, PhD	School Principal III
Member 1	Lourdes V. Paligumba	School Principal II
Member 2	Rhyan G. Huqueriza	Head Teacher I
Member 3	Ginalyn A. Huqueriza	Head Teacher III
Secretariat	Ken Frien Ellis	Administrative Officer II
District of Ivisan	PSDS: Fe D. Bañez	
Elementary		
Research Focal Person/Chairperson	Eddie B. Arcenas	School Principal IV
Member 1	Ma. Lennie B. Andrada	School Principal III
Member 2	Leah U. Bulan	Head Teacher III
Member 3	Jeffrey U. Buhat	Teacher III/OIC
Secretariat	Argeline Joy J. Amores	Administrative Officer II
Secondary		
Research Focal Person/Chairperson	Rolando Ricardo Jr., EdD	School Principal IV
Member 1	Reymart B. Baclas	Head Teacher III
Member 2	Bernie B. Fayo	Assistant Principal II
Member 3	Luthgarda A. Boluso	Head Teacher II
Secretariat	Gwendolyn B. Hortillas, DPA	Administrative Officer IV
District of Jamindan	PSDS: Ma. Theresa V. Villagrancia, PhD	
Elementary		
Research Focal Person/Chairperson	Gina D. Artuz, EdD	School Principal II
Member 1	Yoli L. Llorico , EdD	School Principal I



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Member 2	Jasmin V. Legarda, EdD	School Principal I
Member 3	Jayson B. Mendoza, EdD	Teacher-In-Charge
Secretariat	Cherry G. Villas	Administrative Officer II
Secondary		
Research Focal Person/Chairperson	Fatima L. Escuton, PhD	School Principal IV
Member 1	Ma. Jhona G. Villasis, EdD	School Principal I
Member 2	Lea B. Lacson	School Principal II
Member 3	Leonardo Farillon, PhD	School Principal IV
Secretariat	Ma. Jhona Berden	ADAS II
District of Maayon	PSDS: Calin A. Bernales, PhD	
Elementary		
Research Focal Person/Chairperson	Jonel D. Sembrano	School Principal III
Member 1	Jose V. Combate	School Principal III
Member 2	Prencesita B. Llorito	School Principal II
Member 3	Gemma G. Deseo	School Principal II
Secretariat	Annabelle Cabrera	Administrative Officer II
Secondary		
Research Focal Person/Chairperson	Aida Villanueva	School Principal IV
Member 1	Sheila Soliva	School Principal III
Member 2	Elphege Paclibar	School Principal I
Member 3	Joffrey Tibor	Asst. Principal II /OIC
District of Mambusao East	PSDS: Reynaldo D. Azcarraga, PhD	
Elementary		
Research Focal Person/Chairperson	Maja B. Demandante	Head Teacher I
Member 1	Arlyn B. Lucas	School Principal III
Member 2	Zandie B. Ponce	Teacher VI/OIC
Member 3	Marcelo D. Alayon	School Principal I
Secretariat	Mialyn L. Estocada	Administrative Officer II
Secondary		
Research Focal Person/Chairperson	Analyn Lozada, EdD	School Principal II
Member 1	Minard B. Abarra, EdD	School Principal II
Member 2	Narciso C. Falsario Jr., EdD	School Principal IV
Member 3	Elizabeth M. Toledo	Head Teacher II
Secretariat	Mialyn L. Estocada	Administrative Officer II
District of Mambusao West	PSDS: Reynaldo D. Azcarraga, PhD	
Elementary		



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Research Focal Person/Chairperson	Jessica L. Lapeña, PhD	School Principal III
Member 1	Haydee L. Luciano	School Principal I
Member 2	Marjoric V. Ricardo, PhD	Master Teacher I/TIC
Member 3	Anthonieta R. Berganio	Head Teacher III
Secretariat	Juliesa L. Ricardo	Administrative Officer II
Secondary		
Research Focal Person/Chairperson	Marie Paz A. Almalbis	School Principal II
Member 1	Ruby Llanes	Head Teacher II
Member 2	Jessica L. Lapeña PhD	School Principal III
Member 3	Marjoric V. Ricardo PhD	Master Teacher I/TIC
District of Panay	PSDS: Zaldy B. Caalam	
Elementary		
Research Focal Person/Chairperson	Lourdes V. Oropio, EdD	School Principal IV
Member 1	Agnes Bulquerin, PhD	School Principal IV
Member 2	Mercy Barroa	School Principal IV
Member 3	Mary Ann M. Roxas, EdD	School Principal III
Secretariat	Roxan Abad	ADAS-III
Secondary		
Research Focal Person/Chairperson	Maria Bambi L. Billanes	School Principal III
Member 1	Jolly Batuigas	School Principal III
Member 2	Ma. Charly Diaz	School Principal I
District of Panitan	PSDS: Calin A. Bernales, PhD	
Elementary		
Research Focal Person/Chairperson	Nashrudin C. Roxas PhD	School Principal I
Member 1	Rosemary Artates	School Principal III
Member 2	Marjolly C. Alayon	School Principal I
Member 3	Jessiemar Diaz	Head Teacher I
Secretariat	May Ann L. Orendez	Administrative Officer II
Secondary		
Research Focal Person/Chairperson	Leowel Batuigas PhD	School Principal IV
Member 1	Ernesto Fulgencio PhD	School Principal III
Member 2	Ronald Artillero EdD	Head Teacher I
Member 3	Tanya Venusa D. Morales	Head Teacher III
Secretariat	Hazel Dayalo	Administrative Officer II
District of Pilar	PSDS: Judith P. Tu	



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Elementary		
Research Focal Person/Chairperson	Benny A. Blancaver	School Principal II
Member 1	Ellen Mae V. Rodriguez EdD	School Principal II
Member 2	Maribel L. Dumali EdD	School Principal I
Member 3	Arnold Ani	School Principal IV
Secretariat	Jasmin Joyce Lauron	Administrative Officer II
Secondary		
Research Focal Person/Chairperson	Marie Liezel L. Diawara PhD	School Principal IV
Member 1	Teresita A. Barrio PhD	School Principal III
Member 2	Lea A. Uy	School Principal II
Member 3	Reynaldo B. Dorado	School Principal I
Secretariat	Aljane G. Vito	Administrative Officer II
District of Pontevedra	PSDS: Zaldy B. Caalam	
Elementary		
Research Focal Person/Chairperson	Saturnina F. Mayo, PhD	School Principal III
Member 1	Noe B. Bebita, PhD	School Principal III
Member 2	Anna Mae D. Blancaflor, PhD	School Principal III
Member 3	Sherelyn M. Daliva, EdD	Head Teacher I
Secretariat	Jonavel Rose L. Barrogo	ADAS-III
Secondary		
Research Focal Person/Chairperson	Myrthyl L. Coching, EdD	School Principal III
Member 1	Gelyn B. Facto, EdD	School Principal IV
Member 2	Roberto O. Naelgas	School Principal I
District of President Roxas	PSDS: Judith P. Tu, PhD	
Elementary		
Research Focal Person/Chairperson	Allien A. Ureta, PhD	School Principal II
Member 1	Francisca L. Pinos	School Principal II
Member 2	Judy Ann Cabangon	School Principal I
Member 3	Shallimar N. Fuentes, PhD	Teacher-in-Charge
Secondary		
Research Focal Person/Chairperson	Ronilo B. Tu	School Principal IV
Member 1	Cherrie F. Arroyo	School Principal I
Member 2	Grace A. Deado	Head Teacher III
Member 3	Sarah B. Baes	Head Teacher I
District of Sapián	PSDS: Fe D. Bañez	



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Elementary		
Research Focal Person/Chairperson	Lester M. Olilang	School Principal II
Member 1	Elizabeth G. Dela Cruz	School Principal II
Member 2	Marissa A. Olilang	School Principal II
Member 3	Christine L. Bisnar, PhD	School Principal I
Secretariat	Desiree Joy H. Gunaco	Administrative Officer II
Secondary		
Research Focal Person/Chairperson	Lodecy V. Ocbena, PhD	Master Teacher I/OIC
Member 1	Kyle D. Bonilla, EdD	Head Teacher I
Member 2	Evelyn Panuncio, EdD	School Principal IV
Secretariat	Khay Ann R. Cabuslay	Administrative Officer II
District of Sigma	PSDS: Ma. Theresa V. Villagrancia, PhD	
Elementary		
Research Focal Person/Chairperson	Marilou Sheba D. Antonino	School Principal I
Member 1	Rona C. Overencio	School Principal I
Member 2	Arnel U. Francisco	School Principal I
Member 3	Albert F. Ordovez	Head Teacher III
Secretariat	Candelaria D. Beriana	Administrative Officer II
Secondary		
Research Focal Person/Chairperson	Buddy E. Alvarez, EdD	School Principal I
Member 1	Raquel L. Llanera	School Principal IV
Member 2	Choly B. Villanueva	School Principal IV
Member 3	Joan S. Garnica	School Principal I
District of Tapaz East	PSDS: Glenda G. Gervero, PhD	
Elementary		
Research Focal Person/Chairperson	Xyric Jan G. Andrade PhD	Head Teacher III
Member 1	Glenda G. Gervero PhD	School Principal IV
Member 2	Eirlnos J. Gabayaran PhD	School Principal IV
Member 3	Yvonne F. Ganit PhD	School Principal II
Secretariat	Elmer C. Funa	Administrative Officer II
Secondary		
Research Focal Person/Chairperson	Connie P. Galupar PhD	School Principal III
Member 1	Coronacion D. Gadong	School Principal I
Member 2	Jenacil N. Rosales	Head Teacher I
Member 3	Liza Jean A. Pedroso	Head Teacher I
Secretariat	Charmie G. Lustria	ADAS II



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District of Tapaz West	PSDS: Raul L. Jimenez	
Elementary		
Research Focal Person/Chairperson	Jolly C. Olivares	School Principal II
Member 1	Jay G. Loberiza	Head Teacher III
Member 2	Annabelle G. Basan	School Principal II
Member 3	Patricia G. Bingan	School Principal II
Secretariat	Josie G. Almeo	Administrative Officer II
Secondary		
Research Focal Person/Chairperson	Emmie G. Garbosa	School Principal III
Member 1	Maria Fernalili F. Castillon	School Principal II
Member 2	Helarion C. Llanera Jr	School Principal I
Member 3	Eulalia F. Farillon	Master Teacher I/OIC
Secretariat	Julie G. Jamilarin	Administrative Officer II
Capiz National High School	PSDS: Zaldy B. Caalam	
Research Focal Person/Chairperson	Charlie D. Begas	School Principal IV
Member 1	Maria Isabel D. Bolido	Asst. Principal II
Member 2	Leonardo Q. Bayadog	Head Teacher VI
Member 3	Jefferson S. Cabag	Head Teacher III
Secretariat	April A. Aguilar	Admin Aide IV



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