



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

22 JUN 2026

DIVISION MEMORANDUM

No. **262**, s. 2026

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 line with the Department's commitment to strengthening evidence-based policy development and nurturing a culture of research in basic education, this Office announces the official **re-establishment** and composition of the **Schools Division Research Committee (SDRC)** and its Secretariat, in strict compliance with the provisions of **DepEd Order No. 16, s. 2017** (Research Management Guidelines).
2. Concurrently, to effectively manage and evaluate the local submissions for the FY 2027 Basic Education Research Fund (BERF) grant cycle as mandated by **Regional Memorandum No. 557, s. 2026**, a dedicated **Technical Working Group (TWG)** and an expanded **Localized Research Network** are hereby recognized to facilitate frontline screening and mentoring.
3. The updated and finalized structure of the SDO Capiz research management framework is organized as follows:

Designation	Name / Position
Chair	Luz U. Banzon EdD Assistant Schools Division Superintendent (ASDS)
Co-Chairs	Edna B. Azcarraga EdD OIC-Chief, School Governance and Operations Division (SGOD)
	Alan Vincent A. Altamia OIC-Chief, Curriculum Implementation Division (CID)



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Designation	Name / Position
Adviser	Roel F. Bermejo Schools Division Superintendent (SDS)
Members	Aileen May F. Isiderio Senior Education Program Specialist (Planning and Research) CID Education Program Supervisors (EPSs) (Based on the specific learning area/requirement for evaluation)
Finance	Denmark L. Llanera, CPA Accountant III
Secretariat	Ronald D. Dile Senior Education Program Specialist (School Management, Monitoring & Evaluation) Ann Marie D. Villamor EdD Education Program Specialist II (Social Mobilization) Jhean Mae Grace Lingco Project Development Officer I (Youth Formation) Danessa Mae A. Dator Project Development Officer I Bryan O. Lizada Administrative Officer II Argeline Joy V. Amores Administrative Officer II Maria Lourdes Peniano Administrative Officer II Ronald B. Diestro Administrative Officer II



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Designation	Name / Position
Core Technical Working Group (TWG) Members	Division EPSs and SEPS-Planning and Research
Support Technical Working Group (TWG) Members	Rodnie I. Wicas EdD Zandie B. Ponce EdD Ma. Fatima Bolido Raymund Magbanua Mary Joy Diaz
Frontline Localized Network	Designated District and School Research Focal Persons / Coordinators

4. The specific duties and operational workflows shall be executed with immediate effect:
- The SDRC & Secretariat** shall hold final evaluative authority, maintain the division database, track financial allocations, and officially endorse approved proposals to the Regional Office via OneDrive.
 - The Core Technical Working Group (TWG)** shall serve as the core technical evaluation arm for the division, reviewing final methodologies, statistical treatments, and data alignment against regional templates.
 - The **Support TWG Members** shall closely assist the Core TWG by managing electronic folder distributions, running initial anti-plagiarism software sweeps, consolidating evaluation score sheets, managing the digital upload pipelines to the regional drive, and resolving minor technical template compliance issues.
 - The Frontline Localized Network** shall serve as the first-line quality-assurance mechanism. They are tasked with checking basic formatting compliance, ensuring completeness of mandatory attachments (Forms A through G), verifying compliance with anti-plagiarism standards, and providing immediate peer technical assistance to teacher-proponents at the school level prior to SDO submission.
5. The Frontline Localized Network shall collaborate closely with the SEPS for Planning and Research to streamline communications, manage deadlines, and resolve field-level queries regarding the research templates.
6. Expenses incurred by the SDRC, Secretariat, and TWG relative to division-level evaluation sessions, validation meetings, or monitoring activities shall be charged against local division/BERF management funds. Concurrently, expenses incurred by the Localized Frontline Network (District and School Focal Persons) for field-level screening, localized



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mentoring, and coordination shall be charged against their respective School/District MOOE, subject to standard government accounting rules and auditing regulations.

7. Immediate dissemination of and strict compliance with this Memorandum are desired.


ROEL F. BERMEJO
Schools Division Superintendent


Encl.: As stated

References: DepEd Order (No. 009, s.2026)
DepEd Memorandum No. 042, s.2025

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

COMMITTEES
MONITORING AND EVALUATION
SCHOOLS

LEARNERS
OFFICIALS
TEACHERS



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