



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

14 JUL 2026

DIVISION MEMORANDUM

No. 299, s. 2026

**COORDINATION MEETING ON RESEARCH MANAGEMENT UPDATES: RESEARCH FORMATS, FORMS, AI GUIDELINES, AND PROCESS FLOW**

To: Assistant Schools Division Superintendent  
OIC, Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
District Research Focal Persons  
All Others Concerned

1. To provide updates and strengthen coordination on research management across the Schools Division of Capiz, this Office shall conduct a **Coordination Meeting on Research Management Updates: Research Formats, Forms, AI Guidelines, and Process Flow** on July 16, 2026. The venue shall be announced later.
2. The activity aims to:
  - a. provide updates on the prescribed research formats, manuscript structures, and technical requirements for educational research;
  - b. orient District Research Focal Persons on the use of standard research forms, templates, and documentary requirements;
  - c. discuss the ethical, responsible, and appropriate use of Artificial Intelligence (AI) in educational research, including disclosure requirements and limitations in accordance with research integrity standards;
  - d. clarify the research management process flow covering proposal development, submission, review, approval, implementation, monitoring and evaluation, completion, dissemination, and utilization of research outputs;
  - e. address issues, concerns, and challenges encountered in research implementation at the district level; and
  - f. strengthen collaboration and coordination among District Research Focal Persons to ensure quality, compliance, and consistency in research management practices throughout the division.
3. Participants in this activity are the designated District Research Focal Persons, selected Administrative Officers/Assistants, Schools Division Research Committee Secretariat, SGOD personnel concerned, and other personnel involved in research management and implementation.
4. Attached are the **List of Participants (Enclosure No. 1)** and the **Activity Matrix (Enclosure No. 2)** for guidance and reference.



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5. This Memorandum shall serve as the **Authority to Travel** of the participants relative to their attendance in this activity.
6. Expenses incurred relative to the conduct of this activity shall be charged against **SUB-ARO/LRO No. RO 6-25-02308**, while the travel expenses of the participants and resource speakers/facilitators/TWG/Secretariat shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: As stated  
References: None

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

RESEARCH MANAGEMENT  
ARTIFICIAL INTELLIGENCE

RESEARCH FORMAT  
DISTRICT RESEARCH COORDINATION



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Enclosure No. 1 to Division Memorandum No. 299, s. 2026

**LIST OF PROGRAM MANAGEMENT TEAM**

| <b>PROGRAM MANAGEMENT TEAM</b>               | <b>NAME</b>                                                             |
|----------------------------------------------|-------------------------------------------------------------------------|
| a. Schools Division Superintendent           | ROEL F. BERMEJO, CESO V                                                 |
| b. Assistant Schools Division Superintendent | LUZ U. BANSON EdD, CESE                                                 |
| c. Program Managers                          | EDNA B AZCARRAGA, PhD<br>AILEEN MAY F. ISIDERIO<br>IMMACULADA J. AMORES |

**LIST OF PARTICIPANTS**

| <b>DISTRICT RESEARCH FOCAL PERSONS</b> |                         |                      |                 |
|----------------------------------------|-------------------------|----------------------|-----------------|
| <b>No.</b>                             | <b>NAME</b>             | <b>POSITION</b>      | <b>DISTRICT</b> |
| 1                                      | DR. AILYN M. URETA      | SCHOOL PRINCIPAL II  | CUARTERO        |
| 2                                      | DR. RODA M. TOLORES     | SCHOOL PRINCIPAL III | DAO             |
| 3                                      | DR. JULY F. FALAGNE     | SCHOOL PRINCIPAL II  | DUMALAG         |
| 4                                      | DR. SOL L. BLANCO       | HEAD TEACHER III     | DUMARAO         |
| 5                                      | JEFFREY U. BUHAT        | TEACHER III/OIC      | IVISAN          |
| 6                                      | DR. GINA D. ARTUZ       | SCHOOL PRINCIPAL I   | JAMINDAN        |
| 7                                      | JONEL D. SEMBRANO       | SCHOOL PRINCIPAL II  | MAAYON          |
| 8                                      | DR. MAJA B. DEMANDANTE  | HEAD TEACHER I       | MAMBUSAO EAST   |
| 9                                      | DR. JESSICA L. LAPEÑA   | SCHOOL PRINCIPAL II  | MAMBUSAO WEST   |
| 10                                     | DR. LOURDES V. OROPIO   | SCHOOL PRINCIPAL IV  | PANAY           |
| 11                                     | DR. RONALD D. ARTILLERO | HEAD TEACHER I       | PANITAN         |



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|    |                               |                           |                               |
|----|-------------------------------|---------------------------|-------------------------------|
| 12 | DR. BENNY A. BLANCAVER        | SCHOOL<br>PRINCIPAL II    | PILAR                         |
| 13 | DR. SATURNINA F. MAYO         | SCHOOL<br>PRINCIPAL II    | PONTEVEDRA                    |
| 14 | DR. ALLIEN A. URETA           | SCHOOL<br>PRINCIPAL II    | PRESIDENT ROXAS               |
| 15 | LESTER M. OLILANG             | SCHOOL<br>PRINCIPAL I     | SAPIAN                        |
| 16 | DR. MARILOU SHEBA D. ANTONINO | HEAD TEACHER<br>II        | SIGMA                         |
| 17 | DR. JAY G. LOBERIZA           | SCHOOL<br>PRINCIPAL I     | TAPAZ EAST                    |
| 18 | DR. CYRIC JAN ANDRADA         | HEAD TEACHER<br>III       | TAPAZ WEST                    |
| 19 | MA. ISABEL BOLIDO             | ASSISTANT<br>PRINCIPAL II | CAPIZ NATIONAL<br>HIGH SCHOOL |
| 20 | ROWENA LUZA                   | SSHT VI                   | CAPIZ NHS                     |
| 21 | MABINI ABELLANO               | PRINCIPAL II              | CUARTERO                      |
| 22 | MA. RODA TOLORES              | PRINCIPAL III             | DAO                           |
| 23 | MYRA F. NERECENA              | PRINCIPAL II              | DUMALAG                       |
| 24 | ABEDASA SABORDO               | PRINCIPAL III             | DUMARAO                       |
| 25 | REY ANDRADA                   | PRINCIPAL I               | IVISAN                        |
| 26 | LOLITA PALACIOS               | PRINCIPAL I               | JAMINDAN                      |
| 27 | RONA OVERENCIO                | PRINCIPAL I               | MAMBUSAO EAST                 |
| 28 | MARJORIC RICARDO              | HT IV                     | MAMBUSAO WEST                 |
| 29 | LOURDES OROPIO                | PRINCIPAL IV              | PANAY                         |
| 30 | ROBERT BEGAS                  | HT II                     | PANITAN                       |
| 31 | ARNOLD ANI                    | PRINCIPAL III             | PILAR                         |
| 32 | ROBERTO NAELGAS               | PRINCIPAL I               | PONTEVEDRA                    |
| 33 | DAVID DE ADO                  | SSHT III                  | PRES. ROXAS                   |



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|    |                |             |            |
|----|----------------|-------------|------------|
| 34 | LODECY OCBENA  | MT II       | SAPIAN     |
| 35 | BUDDY ALVAREZ  | PRINCIPAL I | SIGMA      |
| 36 | LIA GIALOGO    | HT III      | TAPAZ EAST |
| 37 | ANAME GAMAYAO  | HT II       | TAPAZ WEST |
| 38 | MARK NEL VENUS | PRINCIPAL I | CUARTERO   |

**ADMINISTRATIVE OFFICERS/ASSISTANTSS**

| No. | NAME                      | POSITION                     | SCHOOL                      |
|-----|---------------------------|------------------------------|-----------------------------|
| 1   | DR. MAY EVAN O. DELA CRUZ | ADMINISTRATIVE OFFICER IV    | SCHOOLS DIVISION OFFICE     |
| 2   | DR. MIALYN L. ESTOCADA    | ADMINISTRATIVE OFFICER II    | MINORO ELEMENTARY SCHOOL    |
| 3   | JAMIE ROSE C. MAGSILA     | ADMINISTRATIVE ASSISTANT III | SCHOOLS DIVISION OFFICE     |
| 4   | MAY BARTOLO               | ADMINISTRATIVE ASSISTANT III | SCHOOLS DIVISION OFFICE     |
| 5   | KHAY ANN R. CABUSLAY      | ADMINISTRATIVE OFFICER II    | SAPIAN NATIONAL HIGH SCHOOL |

**SDRC SECRETARIAT**

| NAME |                           | POSITION                                                |
|------|---------------------------|---------------------------------------------------------|
| 1    | DR. ANN MARIE D. VILLAMOR | Education Program Specialist – SOCMOB & Networking Unit |
| 2    | DANESSA MAE A. DATOR      | Project Development Officer I                           |
| 3    | BRYAN O. LIZADA           | Administrative Officer II                               |
| 4    | ARGELINE JOY V. AMORES    | Administrative Officer II                               |
| 5    | MARIA LOURDES PENIANO     | Administrative Officer II                               |
| 6    | RONALD B. DIESTRO         | Administrative Officer II                               |



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Enclosure No. 2 to Division Memorandum No. 299, s. 2026

**ACTIVITY MATRIX**

**Coordination Meeting on Research Management Updates: Research Formats, Forms, AI Guidelines, and Process Flow**

**Date: July 14, 2026**

**Venue: To Be Announced**

| Time           | Activity                                                                                    | Expected Output                                                                      | Responsible Person/Unit             |
|----------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------|
| 8:00–8:30 AM   | Registration                                                                                | Registered participants                                                              | Secretariat                         |
| 8:30–9:00 AM   | Opening Program                                                                             | Participants oriented on meeting objectives and expected outputs                     | Program Management Team             |
| 9:00–9:45 AM   | Updates on Research Formats and Manuscript Requirements                                     | Common understanding of prescribed research formats and standards                    | Senior Education Program Specialist |
| 9:45–10:30 AM  | Orientation on Research Forms and Templates                                                 | Uniform use of research forms and documentary requirements                           | Senior Education Program Specialist |
| 10:30–10:45 AM | Health Break                                                                                | —                                                                                    | Secretariat                         |
| 10:45–11:45 AM | Orientation on AI Guidelines in Educational Research                                        | Participants informed on responsible, ethical, and transparent use of AI in research | Senior Education Program Specialist |
| 11:45–12:00 NN | Open Forum                                                                                  | Clarifications and issues addressed                                                  | Senior Education Program Specialist |
| 12:00–1:00 PM  | Lunch Break                                                                                 | —                                                                                    | —                                   |
| 1:00–2:00 PM   | Presentation of Research Management Process Flow                                            | Common understanding of research procedures and timelines                            | Senior Education Program Specialist |
| 2:00–3:00 PM   | Discussion on Research Submission, Review, Approval, Monitoring, and Utilization Procedures | Standardized research management practices across districts                          | Senior Education Program Specialist |



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|                  |                                                                 |                                                                   |                                    |
|------------------|-----------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------|
| 3:00–<br>3:15 PM | Health Break                                                    | —                                                                 | Secretariat                        |
| 3:15–<br>4:15 PM | District Updates, Concerns,<br>and Sharing of Best<br>Practices | Identified issues,<br>recommendations, and<br>promising practices | District Research<br>Focal Persons |
| 4:15–<br>4:45 PM | Agreements, Action<br>Planning, and Next Steps                  | Agreed action points,<br>timelines, and responsibilities          | SGOD Chief /<br>Research Team      |
| 4:45–<br>5:00 PM | Closing Program                                                 | Activity formally concluded                                       | Program<br>Management<br>Team      |



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