



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

DIVISION MEMORANDUM
No. **438** s. 2026

18 SEP 2026

**SUBMISSION OF CURRICULUM-RELATED RESEARCH AND INNOVATION TITLE
PROPOSALS AND CONDUCT OF DISTRICT-LEVEL SCREENING**

To: OIC, 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 consonance with **DepEd Order No. 16, s. 2017**, otherwise known as the *Research Management Guidelines*, **Schools Division Memorandum No. 298, s. 2026**, titled *Revised Guidelines, Formats, and Forms for Research and Innovation Including the Adoption of Additional Provisions on the Use of Artificial Intelligence (AI) in Basic and Action Research*, and **Regional Memorandum No. 593, s. 2026**, titled *Adoption and Implementation of the Guidelines on the Use of Artificial Intelligence (AI) in Basic and Action Research*, this Office, through the **School Governance and Operations Division (SGOD) – Planning and Research Section**, shall facilitate the submission and screening of research and innovation proposals in accordance with existing guidelines.
2. In this connection, **curriculum-related Action Research, Basic Research, and Innovation Title Proposals** shall be submitted to this Office through the designated online submission forms **on or before September 18, 2026**. The submission shall serve as the basis for the succeeding district-level screening and evaluation.
3. The **District Research and Innovation Screening** shall be conducted from **September 22 to October 9, 2026**. The Public Schools District Supervisors, together with the designated district research and innovation personnel, shall facilitate the screening of submitted titles using the prescribed criteria and appraisal instruments. The district-level screening shall ensure that proposed studies and innovations are relevant, feasible, and responsive to identified needs and priorities.
4. In the scheduling and conduct of the screening, **districts shall ensure that regular classes are not disrupted and that instructional time is protected**, in accordance with applicable DepEd policies and issuances. Screening activities shall, as far as practicable, be conducted through arrangements that will not interfere with the delivery of regular instruction.



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5. To facilitate the submission, **QR codes for the designated submission forms per district are provided in Enclosure No. 1.** Proponents shall use the QR code corresponding to their respective district and submit their proposed titles within the prescribed period.
6. Prior to submission, proponents shall **verify their proposed titles through the official title verification mechanism** to help prevent duplication and facilitate the consolidation of research and innovation initiatives in the Division. This is consistent with the prescribed title verification procedure under the revised research and innovation guidelines.
7. The district-level screening shall constitute the initial screening of the submitted titles prior to the succeeding stages of the research and innovation process. Proponents whose titles are recommended for further development shall comply with the prescribed requirements, formats, and appraisal procedures under **Schools Division Memorandum No. 298, s. 2026.** The revised guidelines require the use of prescribed appraisal forms and instruments in the screening and evaluation of research and innovation projects.
8. The **Public Schools District Supervisors** are requested to ensure the dissemination of this Memorandum to all concerned personnel and the timely completion of the district-level screening within the prescribed period.
9. The **Senior Education Program Specialist for Planning and Research** shall coordinate the submission and consolidation of title proposals and screening results and provide technical assistance to the districts, as necessary. This is consistent with the designated role of the SEPS for Planning and Research in overseeing research and innovation implementation and ensuring compliance with established research standards and procedures.
10. Immediate dissemination of and compliance with this Memorandum are desired.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
References: As stated

To be indicated in the Perpetual Index
under the following subjects:
RESEARCH INNOVATION CURRICULUM RESEARCH MANAGEMENT



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Enclosure No. 1 to Division Memorandum No. 438, s. 2026

SDO Capiz AR, BR, and Innovation
Project Title Proposal (Cuartero
District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (Dao District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (Dumalag
District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (Dumarao
District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (Jamindan
District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (Ivisan
District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (Maayon
District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (Mambusao
East District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (Mambusao
West District)



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SDO Capiz AR, BR, and Innovation
Project Title Proposal (Panay
District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (Panitan
District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (Pilar
District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (Pontevedra
District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (President
Roxas District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (Sapian
District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (Sigma
District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (Tapaz East
District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (Tapaz West
District)



SDO Capiz AR, BR, and Innovation
Project Title Proposal (Capiz
National High School)



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