

Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

October 29, 2025

DIVISION MEMORANDUM
 NO. 389, s. 2025

COMPOSITION OF THE SCHOOLS DIVISION RESEARCH COMMITTEE

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

1. Pursuant to D.O. 16, s. 2017 concerning the Research Management Guidelines and in support to the Department's policy development process, research agenda, and program development and implementation, this Office informs the field of the Composition of Schools Division Research Committee:


Task	Name	Designation
Adviser	Randolph B. Tortola, PhD, CESO V	Schools Division Superintendent
Chairperson	Conniebel C. Nistal, PhD	Assistant Schools Division Superintendent
Co-Chairperson	Rolly B. Labis, EdD	Chief, SOGD
Co-Chairperson	Ninian A. Alcasid, PhD	Chief, CID
Division Research Coordinator	Analyn G. Fabria, PhD	EPS, SGOD
Members	Jovit D. Comon, PhD	EPS, English
	Marie Jade A. Cacayan, PhD	EPS, Science
	Margie R. Valmoria, PhD	EPS, English/LRMDS
	Annabelle M. Mamacalay, PhD	EPS, Math
	Genevieve E. Lusterio, PhD	EPS, Filipino
	Lorna H. Estrosas, PhD	EPS, Araling Panlipunan
	Lina C. Bejiga, PhD	EPS, Kindergarten/SNED
	Roque R. Sabasaje	EPS, TLE
	Vanity Jade Lazaga	EPS, MAPEH
	Melanie M. Ligutom, PhD	EPS, ESP/ALS/IPeD
	Maricel B. Jangao, CPA	Division Accountant
	Stephanie P. Saligumba, CPA	Budget Officer
	Kevin B. Asequia	Planning Officer III
	Cheriemmy D. Generol	EPS II, SMME
Secretariat	Marilou Y. Descallar	EPS II, HRD

2. The Schools Division Research Committee shall ensure the following tasks:
 - a. provides guidance and has the official responsibility for the cultivation of a research culture, enhancing research endeavors among teaching and non-teaching personnel;
 - b. monitor the implementation and progress of approved research proposals;



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- c. provide mentoring and give technical assistance to teaching and non-teaching personnel's research output through research evaluation and Quality Control Checklist (QCC); and
 - d. take part in the research publication, review of research grants, and the conduct of research conference/forum.
6. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA

Schools Division Superintendent

ATCH.: As stated

Reference: Division Research Committee
under the following subjects:

Research

RE: COMPOSITION OF THE SCHOOLS DIVISION RESEARCH COMMITTEE
SGOD/Agf