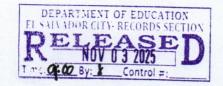


## Republic of the Philippines



## 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 Florentery School

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. Mamaclay, 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	
Secretariat	Cheriemy D. Generol	EPS II, SMME	
	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 nonteaching personnel;
  - b. monitor the implementation and progress of approved research proposals;





Address: Zone 3, Tuburan, Poblacion, El Salvador City

Telephone Nos.: (088) 882-6326

Email Address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.net

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	1 of 2



## Republic of the Philippines

## Department of Education

REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

- 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  ${\rm SGOD/Agf}$ 





Address: Zone 3, Tuburan, Poblacion, El Salvador City

Telephone Nos.: (088) 882-6326

Email Address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.net

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	2 of 2