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

DEPARTMENT OF EDUCATION
EL SALVADOR CITY- RECORDS SECTION
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DIVISION MEMORANDUM
NO. 360, s. 2026

ORIENTATION-WORKSHOP ON THE UTILIZATION OF THE RESEARCH CULTURE SUSTAINABILITY INDEX (RCSI) DASHBOARD

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

1. In line with the department's commitment to strengthening research management and institutionalizing a sustainable research culture, this Office shall conduct an Orientation-Workshop on the Utilization of the Research Culture Sustainability Index (RCSI) Dashboard on November 6, 2026 (8:30 a.m.) at El Salvador City Central School.

2. The activity aims to capacitate school heads, research coordinators, and other concerned personnel in understanding and utilizing the RCSI Dashboard as a tool for assessing, monitoring, and strengthening the development and sustainability of research culture in schools and at the division level.

3. Specifically, the activity aims to:

    a. orient participants on the rationale, objectives, and key components of the Research Culture Sustainability Index (RCSI) dashboard;

    b. demonstrate the features and functionalities of the RCSI Dashboard; and

    c. develop appropriate action points and strategies to strengthen research engagement, capacity building, research dissemination, and utilization of research findings.

4. The participants shall include the school heads, school research coordinators, and the Schools Division Research Committee (SDRC).

5. All participants are expected to bring their laptops and other necessary materials for the hands-on workshop. They shall also ensure that relevant school research data are available for the workshop exercises.

6. This Memorandum serves as **Official Authority to Travel** for the participants.

7. 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.

8. This Office directs the immediate and wide dissemination of this Memorandum.

RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH.: As stated
Reference: DepEd Order No. 16, s. 2017
under the following subjects:

Research and Innovation

RE: ORIENTATION-WORKSHOP ON THE UTILIZATION OF THE RESEARCH CULTURE SUSTAINABILITY INDEX (RCSI) DASHBOARD
SGOD/Agf