



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF BULACAN**

January 2, 2025

DIVISION MEMORANDUM  
No. 063, s. 2025

**SALIKSIKALIDAD**  
**(Fostering Excellence in Research Through Quality Evaluation Process)**

To: Division Chiefs  
Education Program Supervisors and Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. The Schools Division Research Committee of DepEd Bulacan has received a total of 366 research proposals during the Call for Research Proposals, held from October 31 to December 2, 2024. The Department of Education (DepEd) Order No. 16, s. 2017, titled "Research Management Guidelines," outlines the evaluation of research proposals as the second phase of the research management cycle. In line with this directive, the Schools Division Research Committee, through the School Governance and Operations Division, will conduct SALIKSIKALIDAD – Fostering Excellence in Research Through Quality Evaluation Process on January 8-10, 2025, at Room 4, 3<sup>rd</sup> Floor ICT Building of Guiguinto National Vocational High School, and on January 15-17, 2025, at the SDO Conference Hall.
2. The activity was designed to support the evaluation of submitted research proposals, ensuring a thorough process that selects only those with strong potential to contribute meaningfully to DepEd's policies, programs, and practices.
3. The activity specifically aims to:
  - 3.1. screen and evaluate research proposals from the six educational districts;
  - 3.2. provide feedback and recommendations to research proposers for improving and enhancing their proposals;
  - 3.3. consolidate the evaluation results and prepare the documents for the notification of evaluation results (Phase 3 of the Research Management Cycle) to proposers.



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4. Participants in this activity include members of the Schools Division Research Committee, its secretariat, and selected research mentors from the division, particularly school heads, assistant principals, and head teachers. This is in accordance with DepEd Order No. 9, series of 2005, which institutes measures to increase engaged time-on-task and ensure compliance. The list of participants is provided in Enclosure No. 1 of this memorandum.
5. Participants are expected to adhere to health and safety protocols throughout the activity.
6. Expenses to be incurred in the conduct of this activity shall be charged against the Division MOOE subject to the usual accounting and auditing rules and regulations. Travel expenses of the participants from schools shall be charged against the school's local funds.
7. This Memorandum shall serve as the travel authority of all participants.
8. Immediate dissemination of this Memorandum is earnestly desired.

*TS*  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent *✓*



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Enclosure No. 1 to Division Memorandum No. \_\_\_, s. 2025

**LIST OF PARTICIPANTS**

Name	Position/ Designation	School/ District
1. Lope Adrian C. Acapulco	Principal II	Arsenio Santos MES/ Calumpit North
2. Melannie T. Sangoyo	Principal III	Sta. Lucia HS/ Calumpit North
3. Renante B. Perez	Asst. School Principal II	San Pedro NHS/ Hagonoy East
4. Rico Paulo G. Tolentino	Principal III	Sta. Peregrina HS/ Pulilan
5. Michelle G. Joson	Principal I	Dr. Manuel Ramirez Cruz MES/ Bustos
6. Elenita SD. Requejo	Principal II	Upig HS/ San Ildefonso South
7. Shineth C. Novera	Principal I	Bulualto ES/ San Miguel Central
8. Ma. Eufrocina D. Octia	Head Teacher VI	BNAHS-Annex/ Balagtas
9. Charito N. Laggui	Principal IV	Guiguinto CS/ Guiguinto
10. Virginia S. San Gabriel	Principal IV	Pres. Diosdado P. Macapagal MHS/ Angat
11. Meriam H. Roldan	Head Teacher III	Julian Sumbillo HS/ Norzagaray East
12. Melgee C. Canare	Asst. School Principal II	Fortunato F. Halili NAS/Sta. Maria Central
13. Reagan N. Cabuhat	Principal IV	San Vicente ES/ Sta. Maria East
14. Anna V. Juliano	Principal IV	Cay Pombo ES/ Sta. Maria West
15. Josefino G. Saclao	Principal I	Garden Village ES/ Sta. Maria West
16. Ma. Lina C. Gunita	Principal I	Bagong Barrio ES/ Sta. Maria West
17. Ivy B. Sagala	OIC	Panducot ES/ Calumpit North
18. Ma. Cecilia DP. Catu	OIC	Balaong ES/ San Miguel Central

**SDRC:** Assistant Schools Division Superintendents, SGOD Chief, CID Chief,  
SGOD-EPS

**Project Manager:** Maribel S. Perez, SEPS

**Secretariat:**

Paulo Eduardo C. Cruz Jr., Planning Officer  
Herlyn Villavicencio, ADAS III – Dampol 2<sup>nd</sup> HS/ Pulilan  
Julienne Ira DG. Perez, AO II – VC. Raymundo MS/ Hagonoy West  
School Governance and Operations Division  
Nurse – SGOD-SHN



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Enclosure No. 2 to Division Memorandum No. \_\_\_, s. 2025

**MATRIX OF ACTIVITIES**

Time	Activity
<b>Day 1: January 8, 2025</b>	
8:30 AM – 9:00 AM	Opening Program
9:01 AM – 10:00 AM	A brief discussion on the screening and evaluation process (Note: Research mentors are already aware of the research evaluation process and the rubrics used in the evaluation, having been members of the pool of research mentors/coaches in the past.)
10:00 AM – 10:30 AM	HEALTH BREAK
10:31 AM – 11:00 AM	Assignment of evaluation tasks
11:01 AM – 12:00 NN	Research proposal evaluation*
12:01 PM – 1:00 PM	LUNCH BREAK
1:00 PM – 3:00 PM	Research proposal evaluation*
3:01 PM – 3:30 PM	HEALTH BREAK
3:31 PM – 4:30 PM	Research proposal evaluation*
4:31:PM – 5:00 PM	Monitoring of outputs for the day
<b>Days 2 – 6 : January 9-10, 15-17, 2025</b>	
8:30 AM – 9:00 AM	Preliminaries
9:01 AM – 10:30 AM	Research proposal evaluation*
10:00 AM – 10:30 AM	HEALTH BREAK
10:31 AM – 12:00 NN	Research proposal evaluation*
12:01 PM – 1:00 PM	LUNCH BREAK
1:00 PM – 3:00 PM	Research proposal evaluation*
3:01 PM – 3:30 PM	HEALTH BREAK
3:31 PM – 4:30 PM	Research proposal evaluation*
4:31:PM – 5:00 PM	Monitoring of outputs for the day Closing program (Day 6)

\* Screening of document requirements, evaluation of the proposal, content evaluation of DEPS/focal person, preparation of evaluation results