



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

August 12, 2026

DIVISION MEMORANDUM
No. *368*, s. 2026

**FROM VISION TO VISIBILITY: ESTABLISHING HIGH-IMPACT RESEARCH
JOURNAL FOR GLOBAL RECOGNITION**

*(A Three-Day Training Program for the Editorial Board on Establishing
and Managing a Research Journal)*

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

1. In line with the continuing efforts of the Schools Division Office of Bulacan to strengthen research governance, dissemination, and utilization, this Office, through the Planning and Research Unit and in partnership with Bulacan State University (BulSU), shall conduct the Three-Day Training Program for the Editorial Board on Establishing and Managing a Research Journal, entitled "**From Vision to Visibility: Establishing High-Impact Research Journal for Global Recognition**," on **September 4, and 10 -11, 2026**, at a designated training venue within the campus of Bulacan State University, City of Malolos, Bulacan. This activity constitutes **Phase 1** of the project "**Building the DepEd Bulacan Research Journal: Editorial Board Formation, Capacity Building, and Digital System Establishment**."
2. The activity aims to develop the competencies of selected participants who will serve as the pioneer Editorial Board of the DepEd Bulacan Research Journal. Specifically, it seeks to:
 - 2.1. develop a pool of qualified Editorial Board members who will manage and sustain the DepEd Bulacan Research Journal;
 - 2.2. equip participants with essential competencies in scholarly publishing, including journal governance, editorial roles, peer-review processes, publication ethics, research integrity, and journal management;
 - 2.3. establish the foundational structure of the journal, including the Editorial Board composition, roles, and responsibilities;
 - 2.4. develop core journal policies, editorial guidelines, and legal requirements necessary for journal operation;



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- 2.5. design the journal's operational framework, including editorial workflows and manuscript management systems; and
- 2.6. formulate a three-year journal development and indexing roadmap to guide the growth and sustainability of the DepEd Bulacan Research Journal.
3. The participants to this activity shall be the prospective members of the Editorial Board of the DepEd Bulacan Research Journal, selected personnel from the Schools Division Office of Bulacan, invited resource speakers, and members of the Project Management Team (PMT) and Technical Working Group (TWG). The list of prospective Editorial Board members is attached as *Enclosure No. 1*.
4. 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.
5. Participants shall be on official time and are expected to actively participate in all sessions, workshops, and output presentations throughout the duration of the activity.
6. This Memorandum shall serve as the travel authority of all participants.
7. Immediate dissemination of this Memorandum is earnestly desired.


CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 268 s. 2026

LIST OF PARTICIPANTS

Prospective Editorial Board Members

Name	School/ District
1. Reagan N. Cabuhat	Parada ES/ Sta. Maria East
2. Virginia S. San Gabriel	Pres. Diosdado P. Macapagal MHS/ Angat
3. Renante B. Perez	Inaon IS- JHS, Pulilan
4. Bryan DC. Gabriel	Emilia Perez-Ligon HS/ San Miguel Central
5. Ron Joseph E. Cortez	Teodoso R. Manuel ES/ Angat
6. Kenneth DC Delos Santos	Mataas na Parang ES/ San Ildefonso North
7. Jeffrey P. Rivamonte	Lambakin Main ES/ Marialo South
8. Melchor L. Espiritu Jr.	Lias ES/ Marilao South
9. Sahra Jane P. Hoper	Parada NHS/ Sta. Maria East
10. Jayson B. Eugelio	San Miguel NHS/ San Miguel South
11. Brian Joseph T. De Guzman	Catacte IS/ Pulilan
12. Rolando C. Dalmacio	Dampol 2 nd NHS/ Pulilan
13. Jaime R. Soriano	Camabaog NHS/ Bustos
14. Julius L. Fabian	Vedasto R. Santiago HS/ San Miguel Central
15. Archielyn A. Semanero	St. Mary Village ES/ Sta. Maria Central
16. Colleen Cloie Ann B. Navarro	Malinao ES/ San Miguel North
17. Geofrey M. Granada	Talbak ES/ DRT
18. Geraldine S. Buluran	Luis Gravador ES/ Norzagaray West
19. Melencio M. Fernando Jr.	AFGBMTS/ Marilao South
20. Marcos V. Catu Jr.	Tibagan ES/ San Miguel South

SDRC/Top Management: Schools Division Superintendent, Assistant Schools Division Superintendents, SGOD Chief, CID Chief

Project Managers:

Maribel S. Perez – SEPS – Planning and Research

Joseline M. Santos, PhD – Director, BulSU Research Management Office

Secretariat/ TWG

Paulo Eduardo C. Cruz Jr. - Planning Officer

John Lester P. Santiago – Technical Assistant, Planning and Research
BulSU Staff

1 Nurse from the SHN Section

QATAME Associate – SMME

Resource Speakers: c/o BulSU



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Enclosure No. 2 to Division Memorandum No. *768*s. 2026

MATRIX OF ACTIVITIES

Time	Session	Session Output
Day 1: September 4, 2026 Foundations of Scholarly Publishing and Editorial Governance		
8:00 AM – 8:30 AM	Registration and Pre-Assessment	Baseline Assessment
8:31 AM – 9:30 AM	Opening Program	Participants Oriented
9:01 AM – 10:30 AM	Overview of Scholarly Publishing and Research Journals	Understanding of Journal Ecosystem
10:31 AM – 10:45 AM	HEALTH BREAK	
10:46 AM – 12:00 NN	Journal Organizational Structure	Draft Organizational Structure
12:01 PM – 1:00 PM	LUNCH BREAK	
1:01 PM – 2:30 PM	Roles, Duties, and Responsibilities of Editorial Board Members	Roles and Accountability Matrix
2:32 PM – 2:45 PM	HEALTH BREAK	
2:46 PM – 4:00 PM	Publication Ethics and Research Integrity	Draft Ethics Policy
4:01 PM – 5:00 PM	Workshop: Developing Journal Vision, Mission, Aim, and Scope	Draft Journal Profile
Day 2: September 10, 2026 Legal Requirements, Accreditation, and Indexing Pathways		
8:00 AM – 8:30 AM	Recap and Reflection	Synthesis of Day 1
8:31 AM – 10:00 AM	Legal Foundations of a Research Journal	Draft Legal Documents
10:01 AM – 10:30 AM	HEALTH BREAK	
10:31 AM – 12:00 NN	ISSN Application Process	ISSN Application Checklist
12:01 PM – 1:00 PM	LUNCH BREAK	
1:01 PM – 2:30 PM	Journal Quality Standards and Evaluation Criteria	Journal Quality Framework
2:31 PM – 2:45 PM	HEALTH BREAK	
2:46 PM – 4:00 PM	Journal Indexing Roadmap	Indexing Roadmap
4:01 PM – 5:00 PM	Workshop: Developing a Three-Year Journal Development Plan	Draft Journal Development Plan
Day 3: September 11, 2026 Journal Website Development, Editorial Workflow, and Sustainability		
8:00 AM – 8:30 AM	Recap and Reflection	Day 2 Synthesis
8:31 AM – 10:00 AM	Journal Website Development and Content Requirements	Website Content Plan
10:01 AM – 10:30 AM	HEALTH BREAK	
10:31 AM – 12:00 NN	Essential Contents of a Journal Website	Draft Website Structure
12:01 PM – 1:00 PM	LUNCH BREAK	
1:01 PM – 2:30 PM	Editorial Workflow and Manuscript Management	Workflow Map
2:31 PM – 2:45 PM	HEALTH BREAK	
2:46 PM – 3:45 PM	Open Journal Systems (OJS) Orientation	OJS Implementation Plan
3:46 PM – 4:30 PM	Workshop: Creating Editorial Policies and Publication Manual	Draft Editorial Manual
4:30 PM – 5:00 PM	Post-Assessment, Action Planning, and Closing Program	Institutional Action Plan



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