



Republic of the Philippines
Department of Education
 REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
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24 November 2025

DIVISION MEMORANDUM
 NO. 631, s. 2025

**CAPACITY BUILDING WORKSHOP FOR ACTION RESEARCH PROPOSAL
 PREPARATION (PHASES 1 & 2)**

To: Division and District Research Committees
 Division Research Core Group Members (SURI)
 School Heads and teachers
 All Others Concerned
 This Division

1. In commitment to cultivating a culture of evidence-based practice and instructional innovation in the Division, this Office, through the School Governance and Operations Division (SGOD) – Planning and Research Section, announces the conduct of the **Capacity Building Workshop for Action Research Proposal Preparation**. This activity is supported by the Special Education Fund (SEF) of the Provincial Local Government Unit (PLGU).
2. The workshop is designed to equip participants with the essential knowledge and skills needed to conceptualize, design, and write high-quality action research proposals, ensuring local educational challenges are addressed through systematic inquiry.
3. The participants for this two-phase workshop shall include all members of the **Sibugay Union of Researchers and Innovators (SURI)**, alongside **selected Teachers and School Heads** who have been officially endorsed by their respective District Heads through the prior survey. See Enclosure A for the list of participants.
4. The activity will be conducted in two (2) distinct phases to allow for focused learning, application, and refinement of research concepts. The schedule is as follows:

Phase	Date	Venue
I	November 26-28,2025	Sibugay International Hotel, Sanito, Ipil, Zamboanga Sibugay
II	December 10-12,2025	Sibugay International Hotel, Sanito, Ipil, Zamboanga Sibugay



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5. The specific objectives of the workshop are:
 - a. To strengthen the theoretical understanding of action research principles, methodologies, and ethical considerations.
 - b. To enable participants to accurately identify and define instructional and management problems that require research-based solutions.
 - c. To guide participants in the development of clear, measurable, and relevant research questions.
 - d. To facilitate the crafting of a complete, high-quality, and fundable Action Research Proposal aligned with Division and Regional priorities.
6. All participants are required to attend both phases as the content is progressive. District Heads are instructed to ensure the timely attendance and preparation of the teachers and school heads they have endorsed.
7. Expenses (food, venue and accommodation) related to the conduct of this activity are chargeable against PLGU-SEF funds **except** for travelling expenses which shall be charged to school MOOE and other local funds subject to the accounting and auditing rules and regulations.
8. Immediate dissemination of this memorandum is directed for guidance and compliance.


VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

Reference: DO 16, s. 2017

To be indicated in the perpetual index under the ff. subjects:

RESEARCH	MANUSCRIPTS
CAPACITY BUILDING	SCHOOLS

ZS-DM-SGOD-PRS-2025-11-350 -0
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Enclosure A to Division Memorandum No. 631, s. 2025






List of Division Office PMT

Name	Position/ Designation
1. Virgilio P. Batan, Jr., CESO V	Schools Div. Supt/Adviser, Division Research Committee (DRC)
2. Dr. Ma. Colleen L. Emoricha, CESO VI	ASDS/Chairman, DRC
3. Oliver B. Talaoc, EdD	SGOD Chief, Vice-Chair, DRC
4. Rodolf John T. Rodriguez, PhD	CID Chief, Vice-Chair, DRC
5. Rosmindo L. Ancheta, Jr.	EPS-SGOD
6. Glorife C. Clavero	SEPS - PRS
7. May C. Isnain	PO III
8. Maryjoy T. Villa	Registrar/PRS Personnel
9. Jenifer B. Templado	Registrar/PRS Personnel
10. Marbejay P. Delos Reyes	Registrar/PRS Personnel
11. Alliza Dela Cruz	AO II/PRS Personnel
12. Vanessa Claire Tablate	AO II/PRS Personnel
13. Flordeliza N. Triambulo	AA III
14. Pearl Joy C. Entana	AA II
15. Erjie Mamogay	AA/PRS Personnel
16. Roeland Riev Dela Cruz	AA
17. Adrian Mamadod	COS
18. Cleme Novea Nasalan, RN	NOD

SIBUGAY UNION OF RESEARCHERS AND INNOVATORS (SURI) Members
(Division Research Core Group)

1. Mardie A. Acotanza, PSDS
2. Rey D. Camaingking, PSDS
3. Gabriel T. Galleposo, Principal IV
4. Jison S. Tipo, Principal III
5. Reynante B. Diodos, Principal I
6. Arthur M. Delmo, Principal I
7. Flordeliza M. Yape, Principal I
8. Rey R. Gutierrez, Asst. Principal II
9. Stephanie Rose B. Magcanta, Asst. Principal II
10. Peter S. Bathan, Jr., Master Teacher II
11. Maria Helen C. Lagutin, Master Teacher II
12. Troy Michael P. Labra, Master Teacher II
13. Laila Mae D. Caballero, Master Teacher I
14. Markty T. Bayawa, Master Teacher I



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15. Liezle S. Arandia, Master Teacher I
16. Noel Mark M. Torralba, Master Teacher I
17. Esmeralda D. Gamil, Master Teacher II
18. Ve Amor V. Sampuro, Master Teacher I
19. Yolanda S. Garcia, Master Teacher I
20. Yolanda A. Fortuna, Master Teacher I
21. Ronnel P. Galvano, Head Teacher II
22. Sevelino V. Canuto, Jr., Teacher III
23. Jan Ian Michael P. Barro, Teacher III
24. Shiela Marie B. Amigo, Teacher III
25. Helen Grace B. Zerrudo, Teacher III
26. Norma Teopes, Teacher III
27. Jekyll D. Cadungog
28. Cristopher Cainglet

Field Participants

No.	Name	District
1	Nerissa D. Papaya	Alicia
2	Myra Shimeath Del Rosario Lagarto	Alicia
3	Jannah Faith A. Abria	Buug
4	Melvin Bingtán Hortilano	Buug
5	Andri Marlon D. Labartinos II	Buug
6	Roel E. Alambatin	Diplahan
7	Nelisa R. Ragomeo	Diplahan
8	Rizza M. Dalumpines	Diplahan
9	Jackeline A. Alagenio	Diplahan
10	Saramie Lumokso	Imelda
11	Bernadita A. Viña	Imelda
12	Rizalynda P. Halimuran	Imelda
13	Nur Emrush P. Sarmiento	Ipil
14	Aida B. Awang	Ipil
15	Roseville T. Makasiar	Ipil
16	Jimmy Kho	Ipil
17	Aljerick Amorganda	Ipil
18	Franco Rino C. Apoyon	Kabasalan
19	Reysel D. Iway	Kabasalan
20	Ma Teresita G. Calapis	Kabasalan
21	Richard L. Adorable	Mabuhay
22	Julie Ann C. Cabarubias	Mabuhay



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23	Leonides Jr. Cadacio	Malangas
24	Annie S. Sabado	Malangas
25	Ma Rylove B. Sanchez	Naga
26	Kristine Cris M. Moriente	Naga
27	Regel C. Gallener	Naga
28	Flor Angelyn A. Abubakar	Naga
29	Jessamae A. Colanggo	Olutanga
30	Shuraida Jaapal	Olutanga
31	Rodelyn S. Mateo	Olutanga
32	Rodelie B Burlat	Payao
33	Sonia A. Subing- Subing	Payao
34	Darlene G. Becada	Payao
35	Jeremias G. Butlig	Payao
36	Mary Mae Cahilig Lego	R.T.Lim
37	Alvin Sumicad Cariaga	R.T.Lim
38	Liezel Libetario Nicampo	R.T.Lim
39.	Lucky Mark J. Collado	R.T.Lim
40	Iahvanessa Pantaleon Justo	Siay
41	Niezele Joy M. Tumong	Siay
42	Dalisay S. Pantaleon	Siay
43	Gloria Rosales	Talusan
44	Mark Anthony S. Ignacio	Talusan
45	Joena Mae L. Susi	Titay
46	Dheb Libradilla Canoy	Titay
47	Mary Ann B. Bohol	Tiaty
48	Mei Ann D. Comision	Titay
49	Orlyn L. Tano	Tungawan
50	Ramil B. Binoso	Tungawan
51	Hannah V. Reboldad	Tungawan

